

Personnel

**ENLISTMENT AND REENLISTMENT IN THE ANG
AND AS A RESERVE OF THE AIR FORCE**

This instruction implements Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. This instruction prescribes the eligibility requirements and procedures for enlisting and reenlisting in the Air National Guard (ANG) and as a Reserve of the Air Force. The records established by this instruction are to be included in the Air Force Military Personnel Records system that is authorized under Title 44 USC 3101. Use of the social security number (SSN) is authorized by Executive Order (EO) 9379, 27 November 1943. This instruction is affected by the Privacy Act of 1974. Each form that is required by this instruction contains a Privacy Act statement, either incorporated in the body of the document or in a separate statement accompanying it.

SUMMARY OF REVISIONS: This is the second publication of ANGI 36-2002, and supersedes ANGI 36-2002, same subject, dated 12 August 1996. Some prior service enlistment standards have been modified. Tables have been updated to include or delete criteria, also authority to waive certain ineligibility requirements have been changed. Grade determination table for NPS applicants has changed to include individuals that enlist in critical skills AFSCs. Removes the grade of Sgt/E-4 for former members of the Air Force, Air Force Reserve and ANG. Chapter 4 has been changed to include that The Adjutant General (TAG) may extend a member who has been denied reenlistment/extension who has a pending complaint or grievance in their behalf, that will not be adjudicated prior to members ETS. Chapter 4, paragraph 4.1 (Voluntary Extension of Enlistment) has been changed to only allow for one extension per enlistment/reenlistment, exceptions to this rule will require ANG/DPP approval.

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Chapter 1

QUALIFICATIONS AND CRITERIA FOR ENLISTMENT

1.1. Preliminary Screening. Before being processed for enlistment, all applicants will be advised that they are applying for enlistment in a ready reserve unit and that they will be considered as immediately available for active federal service in the event of mobilization. The enlistment of applicants who are not immediately available is not compatible with the mission of the ANG. Every applicant should be thoroughly screened and every effort made to ensure that only the most capable and conscientious persons are selected for enlistment under the established enlistment priority programs. It is essential that highly qualified applicants be enlisted to achieve and maintain the highest possible skill level, consistent with unit manpower document (UMD) requirements. See Attachment 3 for a sample questionnaire.

1.1.1. Records of Prior Service (PS) applicants must be closely examined to determine progression within the applicant's skill and the manner in which the service was performed (request at Attachment 4). An obvious need for further training or the necessity to train in an entirely new career field should be carefully weighed along with any other factors that have a bearing on the individual's potential value to his/her unit in light of the criteria specified in this and other governing directives.

1.1.2. Recruiters will not process any individual they believe to be mentally, morally, or physically unacceptable for the service as outlined in this regulation. If the individual insists on being processed, or if the recruiter believes that refusal may embarrass the ANG, suspend processing and ask for guidance from the supervisor.

1.1.3. Applicants will not be processed at any USMEPCOM (Meps) (This applies to the physical portion only) or ANG Medical Squadron whose last admitted use of illegal drugs/substance is within 30 days of application.. ASVAB testing is still permitted. Processing may continue after 31 days or more has elapsed.

1.1.4. A commander may approve or deny reenlistment or extension to any member of their command. Continued retention in the ANG is a command prerogative and not an inherent right of any individual.

1.2. Citizenship Requirement. Applicants must be a citizen of the United States or possess a valid Immigration and Naturalization Service (INS) Form I-551/I-151 which does not expire during the proposed period of enlistment. Do not process in any way (including preliminary qualifications testing) aliens who do not possess one of these forms, since they are ineligible for enlistment. Advise them to contact the INS and to obtain the applicable form. Reproduction of any INS form except for official use is prohibited. Non-Prior Service (NPS) applicants who are not US citizens but maintain an INS Form I-551/I-151 without an expiration date may be enlisted, but will not receive a security clearance until they become US citizens. PS applicants who are not US citizens will not be enlisted. See Table 1.10, Note 10.

1.3. Physical Standards. Applicants must meet the medical standards contained in AFI 48-123, *Medical Examination and Standards*.

1.3.1. PS applicants are subject to retention standards of AFI 48-123, Attachment 2, provided they have been separated from the Air Force or Air Reserve Components for 180 days or less. Applicants separated for more than 180 days are subject to enlistment standards as indicated in AFI 48-123, Attachment 3. Applicants from other components must meet continued service standards of AFI 48-123, Attachment 2, which must include a current physical (within last 5 years), and a Standard Form (SF) 93 with complete documented medical history, which has been completed within the last six months.

1.3.2. Applicants not meeting continued military service or enlistment standards will not be enlisted. Waivers may only be requested by military physicians supporting the enlistment of the individual with a narrative summary. Signed SF 88, Report of Medical Examination; SF 93, Report of Medical History; or MEPS "working copies" are acceptable for evaluation of physical qualification. When physical qualification IAW AFI 48-123 is in question, supporting medical documents must be submitted (see paragraph 2.1).

1.4. Age Requirements for Enlistment. All applicants, except where otherwise specified in the chapter, are required to meet the following standards:

1.4.1. NPS. Applicant must be at least 17 years old and not have reached age 35 on date of enlistment. Parental consent is required for those persons who are 17, but less than 18 years of age, unless married. (See section VII, DD Form 1966.) WAIVERS OF THIS PROVISION WILL NOT BE GRANTED.

1.4.2. PS applicants will not be enlisted unless they have sufficient, documented, creditable PS for retirement purposes to enable them to accrue 20 years of creditable service for 10 USC 12731 retirement upon reaching age 60. **WAIVERS OF THIS PROVISION WILL NOT BE GRANTED.**

1.5. Aptitude and Educational Requirements. See Tables 1.1 and 1.2.

1.6. Applicants with Dependents. Service in the ANG and the AF entails potential sacrifice in the form of frequent training periods, duty away from family members in the event of mobilization, the demands of shift work, and 24-hour availability to accomplish the mission. For applicants (prior service or non-prior service) who do not have a military status use Table 1.4 to determine eligibility. Prior service personnel enlisting from another service component, and no break in service, require no waiver. All applicants, regardless of status, prior service or non-prior service, will be required to complete AF Form 357, **Family Care Certification**, before enlisting.

1.6.1. Applicants who, upon separation from active status, were single member parents require no waiver if they are:

1.6.1.1. Otherwise qualified for enlistment;

1.6.1.2 Were a single member parent on active status at the time of separation from the armed forces, regardless of how the person became a single parent; and

1.6.1.3 Dependency was not a factor in the person's discharge or release from active status.

1.6.2. Single prior service applicants with dependents who, at the time of separation, were married to a military member will qualify for enlistment with a TAG waiver.

1.6.3. The need for a court order to release custody of children in order to qualify for enlistment would only apply to prior service applicants who were discharged due to dependency complications. Dependent care arrangement requirements for reenlistment/extension are contained in AFI 36-2908, *Family Care Plans*. Completion and verification of dependent care arrangements by personal contact with the care provider will be made prior to enlistment by unit first sergeant or Military Personnel Flight (MPF) Chief.

1.7. Other Requirements. All applicants must agree in writing to a Military Service Obligation (MSO), training requirements (if applicable), satisfactory participation requirements, and status as a member of the ready reserve. NPS members enlisting in the ANG will commence IADT within 270 days of enlistment, not to exceed 360 (Title 10 USC 511). Extension beyond this period will not be granted. The provisions of this paragraph does not apply to those who enlist with the intent of going to Academy of Military Science (AMS) rather than Basic Military Training (BMT).

1.8. Applicants Ineligible to Enlist. Criteria for determining ineligibility of applicants, or conditions requiring specific authority for enlistment, are contained in Table 1.3.

1.9. Personnel Security Investigations. Security investigations will be processed by security police IAW AFI 31-501 and this paragraph. Recruiters are responsible for providing enlistees the forms (paragraph 2.6.4.1).

1.9.1. Pre-enlistment security investigations are required IAW Table 1.5.

1.9.2. Security clearance processing. MPF enlistment representatives are responsible for ensuring members submit the completed forms through the unit security manager, the ANG security police activity, or the authorized requestor, as appropriate, to the Defense Investigative Service (DIS) IAW AFI 31-501. Security police will suspense the required forms until the investigation has been completed.

1.9.3. A National Agency Check (NAC) or Single-Scope Background Investigation (SSBI) request, as appropriate, will be initiated on PS applicants not later than 3 working days after enlistment. Applicants who have less than 24 months break in federal employment, active military service, active participation in a reserve program, or who have a security clearance as a DoD civilian employee or a contractor with a clearance issued under the Defense Industrial Security Program, need not be reinvestigated if the previous investigation has been recorded as favorable.

1.9.4. An Entrance National Agency Check (ENTNAC), or SSBI, as appropriate, will be initiated on all NPS first term enlistees. The ENTNAC may be started at unit level when a specific date of enlistment is established. The completed ENTNAC paperwork must be at the Base Security Manager's office NLT 3 workdays after enlistment. Unit security managers are responsible for assisting applicants with security investigation paperwork.

1.10. Terms of Enlistment. An individual who enlists in the ANG must concurrently enlist as a Reserve of the Air Force in the same grade for a period equal to his/her ANG enlistment. (See Table 1.6.)

1.11. Grade Determination, NPS and PS Enlisted Personnel. For NPS personnel, use Table 1.7.; for PS personnel, use Table 1.8.

1.12. Grade Determination, Former Commissioned Officers:

1.12.1. Former commissioned officers with no prior enlisted service may be enlisted in the ANG and as a Reserve of the Air Force up to the grade of E-5, lower grade is at the discretion of the commander.

1.12.2. Former commissioned officers with prior enlisted service may be enlisted in the highest permanent enlisted grade held or E-5, whichever is higher. (See Table 1.8, Note 6.)

1.13. Date of Rank. See Table 1.9.

1.14. Enlistment of Applicants with PS:

1.14.1. Normally, applicants who can substantiate satisfactory PS may be enlisted. Refer to Table 1.10. to determine qualifying/disqualifying reenlistment codes (RE). The purpose of this Table is to allow the enlistment of members who satisfactorily served in a previous enlistment. Enlistment waivers should not be processed unless specifically authorized by the Table or there are extenuating circumstances (e.g., RE codes obviously issued in error). An applicant whose NGB Form 22 shows no positive statement indicating he/she is eligible for reenlistment will not be enlisted until the reason for discharge/separation is verified. If the reason for discharge was for cause, the applicant will not be enlisted unless a waiver is authorized under Table 1.3. For a member not recommended for reenlistment on the NGB Form 22, see Table 1.3, line 38. Applicants should be encouraged to submit requests for correction of military records as indicated in Note 3 to Table 1.10 in order to qualify for enlistment.

1.14.2. Applicants who do not have 84 days of AD/IADT and who have completed a recognized BMT course, may be enlisted and immediately placed on AD/IADT for the balance of the 84 day period when approved by The Adjutant General (TAG). A 2-week military orientation course will not be considered as a recognized BMT. All applicants who have not completed a recognized BMT course will be required to attend USAF BMT. Unit Training Assembly (UTA) will not be considered as qualified duty time.

1.14.3. PS Navy Reserve or United States Coast Guard applicants who have completed 5 or more consecutive years of satisfactory service, who attended an orientation course, may be enlisted up to the grade of E-5, lower grade is at the discretion of the commander.

1.15. Key Employee Certificate of Availability:

1.15.1. There is no requirement to obtain a Certificate of Availability from all members who are federal employees. A key position is a government or statutory civilian position which requires at least 90 days of specialized training or experience in a federal, state, or local government agency or defense-supporting industry. There is a requirement to obtain a Certificate of Availability (Attachment 11) on employees designated as key federal employees. A key employee is a civilian employee of a federal, state, or local government agency or defense-supporting industry who is in a key position for which no qualified replacement is immediately available, and whose duties cannot be reassigned to other employees. A Certificate of Availability is required to verify that recall to military duty would not seriously impair the functioning and continuity of the employing agency or industry with regard to:

1.15.1.1. Production and research vital to the national defense effort.

1.15.1.2. Activities necessary to the maintenance of the national health, safety, or interest.

Note: The Federal Emergency Management Agency determines which business firms are defense supporting and surveys members of the Ready Reserve who are in key positions.

1.15.2. Key employee status is determined by the employer. If an employer notifies a unit that a member is a key employee, the member must be reassigned to the appropriate section at the Air Reserve Personnel Center (ARPC) IAW AFI 36-3209, *Separation and Retirement*

Procedures for Air National Guard and Air Force Reserve Members within 90 days unless the employer rescinds the designation or an appeal is approved.

Note: Key employees of the Federal Aviation Administration will not be approved for continued membership. Members with a statutory participation requirement (MSO) will be processed IAW AFI 36-3209.

1.15.3. If designated a key employee (see Attachment 12) by their employer, a member who wants to stay in the unit may:

1.15.3.1. Ask the commander for help in resolving the matter with the employer.

1.15.3.2. Ask the commander to file an appeal based on military needs. The appeal will be processed only if the commander can be assured that the member will be a usable resource at mobilization. This appeal must be filed within 30 days after the receipt of the employers notification that the individual is a key employee, and sent to the TAG for approval/disapproval.

1.15.4. The commander's endorsement must verify the information which has been provided by the member. Each higher commander should either:

1.15.4.1. Recommend approval based on overriding military need and forward the appeal to the next higher headquarters, or:

1.15.4.2. Disapprove the appeal and send it back through channels to the unit commander who must then inform the member.

1.15.5. An appeal is filed by the member within 30 days after receipt of the employer's notification. The member must recognize that an appeal is to maintain membership in the Guard and not to challenge an employer's decision that a position is key. The member's civilian employment must not be placed in jeopardy. An appeal must include but is not limited to:

1.15.5.1. A statement of the member's desire to remain in the Air National Guard.

1.15.5.2. A statement that the matter could not be resolved with the employer.

1.15.5.3. A summary of the actions which have been taken to resolve the matter with the employer. If the member prefers that the agency not be contacted, the member should so state.

1.15.5.4. The member's primary and secondary AFSC, and the authorized grade and AFSC of the position to which assigned.

1.15.5.5. A summary of the member's participation, to include the number of good years service for retirement.

1.15.5.6. An appropriate statement of the essentiality and of the military necessity of remaining a member of the unit. This area should be jointly worked with the military supervisor or commander.

1.15.5.7. A statement on assignment in a mobility position and if the assignment has appropriate back-up with member not currently filling a mobility position number.

Table 1.1

R U L E	APTITUDE REQUIREMENTS FOR ENLISTMENT		
	A	B	C
	If applicant is	Then administer	For minimum qualifying scores of:
1	non-prior service	a current version of the ASVAB (Notes 2, 3, & 6)	31 or higher on AFQT and a minimum aptitude index shown in AFMAN 36-2108 , <i>Airman Classification</i> , for career field subdivision in which considered for enlistment
2	prior service	a current version of the ASVAB (Notes 1, 2, 4, 5, & 7)	

NOTES:

1. Applicants who separated prior to implementation of the automatic ASVAB conversion (Jul 86) must have their scores converted or be retested prior to enlistment. Those who were separated after Jul 86 have already had their scores converted, and their scores are valid for ANG enlistment.

2. A NPS individual who can furnish documentary proof of completion of any version of the ASVAB within the preceding two years and who meets minimum requirements in Column C is exempt from retesting.

3. ASVAB scores attained by junior and senior high school students are valid for 2 years from date of test.

a. Applicants who fail to qualify for enlistment may retest after 1 month has elapsed. Thereafter they may not retest until 6 months from date of the second test.

- . b. When applicants (PS or NPS) are tested/retested, the resulting scores become the score of record.
- 4. If there is a break in service, all PS applicants with AFQT scores of 30 or below must retest prior to being enlisted. If they attain a higher score, they may be enlisted. The retest becomes the score of record. A waiver of the minimum AFQT score will not be permitted.
- 5. The AFQT requirement does not apply to immediate reenlistment/extension of PALACE CHASE applicants, PALACE FRONT applicants, USAFR transfers, current ANG members or ANG members transferring from one state to another IAW paragraph 2.1.9.2.
- 6. Prior service or non-prior service applicants enlisting for the sole purpose of being commissioned are not required to take an ASVAB, unless they fail to obtain a commission.
- 7. Prior service ANG/AFRES/USAF personnel enlisting into a previously held AFSC will not be required to retest as long as they qualify with a 3 skill level or higher. Appropriate skill level will be determined IAW AFI 36-2101.

Table 1.2		
RULE	EDUCATIONAL REQUIREMENTS FOR ENLISTMENT	
	A	B
	If applicant is:	The minimum education requirement is:
1	non-prior service (Note 1)	High school graduate or equivalent
2	prior service; (not currently in the ANG). (Notes 1 and 2).	
3	non prior service in high school senior year	Official statement from school officials that individual has or will obtain sufficient acceptable credits to be awarded a high school diploma

NOTES:

1. Applicants in mental Category 1 (93-99) or mental Category 2 (65-92) may be enlisted without a high school diploma or equivalent. Applicants enlisted without a high school diploma or equivalent must also meet classification requirements.
2. AF prior service or PALACE CHASE/FRONT personnel may be enlisted without a high school diploma or equivalent, provided they have obtained a 3-skill level or higher.

Table 1.3		
ENLISTMENT INELIGIBILITY FACTORS		
RULE	INELIGIBILITY FACTOR	EXPLANATION/DETERMINATION GUIDELINES
	A	B
1	Morally Unacceptable. (Note 4)	<p>a. A person convicted by civilian court of an offense punishable by death or convicted of one or more Category 1 offenses. See Attachment 2. (Note 1)</p> <p>b. A person under restraint. (Note 1, see definitions)</p> <p>c. Has questionable moral character, or with a history of anti-social behavior (including history of psychosis), frequent difficulties with law enforcement agencies, transexualism and other gender identity disorders, exhibitionism, transvestitism, voyeurism, and other paraphilic, or homosexual or bisexual conduct. (Note 1)</p> <p>d. Persons convicted by a civilian court under circumstances as indicated below:</p> <p>(1) First offense, Category 2. (Note 2) Except DUI/DWI (Note 3)</p> <p>(2) Two or more offenses in Category 2. (Note 2)</p> <p>(3) One or more offenses in Category 3. (Note 3)</p> <p>(4) Two convictions or adverse adjudications in the last 3 years, or three or more convictions or adverse adjudications of Category 4, in a lifetime. (Note 3)</p> <p>(5) Conviction or adverse adjudication of 6 or more Category 5 offenses in a 365-day period in the last 3 years. (Note 6)</p> <p>e. Juvenile Delinquents. An adjudication that a person is, or has been a juvenile delinquent, youthful offender, wayward minor, or an equivalent determination by a court having jurisdiction over juvenile is not a bar to enlistment if the applicant is currently eligible. Prior to enlistment, all applicants will be asked if they have even been in custody of juvenile authorities or caused to appear before a court having jurisdiction over juvenile cases. If admitted or suspected, enlistment will be held in abeyance pending complete investigation of the facts of the case. Investigation and request for waiver will be made IAW Attachment 11 Requests for waiver of juvenile delinquency will be submitted to the state Adjutant General, but not until restraint has been terminated, if applicable. (Note 3)</p>
2	Without SSN	Self-explanatory. (Note 1)
3	High school students	Except those in their senior year at time of application for enlistment. (See Table 1.2, rule 3) (Note 1)
4	Conscientious objectors	See Attachment 3, question 1. (Note 1)

5	Persons against whom charges have been filed	If persons have criminal charges filed or pending against them alleging a violation of state or federal statute but who, as an alternative to further prosecution, indictment, or incarceration for such violation, are granted a release from the charge by a court on condition that they will apply and are accepted for enlistment or continued in their present military status (Note 3) Unpaid fines are a bar to enlistment (Note 1). If a fine has been paid in reference to the charge, a waiver is required prior to enlistment. (Note 3) EXCEPTION: Category 1 offenses. (Note 1)
6	Willfully/intentionally failed to register with the Selective Service required by law	Self-explanatory. (Note 1)
7	Persons under parole, probation, or suspended sentence	Self-explanatory. (Note 1) See definitions.
8	Under the influence of alcohol or drugs	Persons who are under the influence of alcohol or drugs any time during the accession process will not be processed. (Note 1)
9	Drug/alcohol testing	Applicants who refuse to be tested will not be enlisted. (Note 1)
10	Positive test for illegal substances	See Note 5
11	Drug users/abusers	See paragraph 3-23 in ANGR 30-2. (Note 1)
12	Alcoholics	Persons known to be addicted to alcohol. (Note 1) Individuals who have documentation indicating successful completion of a rehabilitation program, who have maintained sobriety for at least 2 years and are medically qualified. (Note 3)
13	Human Immuno-deficiency Virus (HIV) Positives	Applicants with serologic evidence of HIV infection as a result of Western Blot Test or medically confirmed HIV Infection. (Note 1)
14	Mental illness	A person with a documented history of mental illness. (Note 1)
15	Applicant has excessive or detracting tattoos.	Applicants who have obscene tattoos or those that advocate sexual, racial, ethnic or religious discrimination or tattoos that are prejudicial to good order and discipline or tend to bring discredit upon the Air Force are ineligible for enlistment (Note 1). Tattoos that are visible above the collarbone are ineligible for enlistment (Note 1). Applicants who have excessive body tattoos which (excessive tattoos, defined as more than 2 tattoos, any one image greater than 3 x 3 inches, or any combination of tattoos/brands that would cover 1/4 th or more of the surface of the exposed body part) when exposed from a military uniform detract from a proper military image, are ineligible for enlistment (Note 1). In questionable cases, forward photographs to ANG/DPP for enlistment eligibility determination. (Note 2)
16	Separated from last period of service with separation pay	Persons whose last report of separation shows that separation pay was received from other than a physical disability. (Not applicable to SSB/VSI) (Note 8)
17	Any applicant having one or more dependents under age 18 but without a spouse in household or common law spouse	See Table 1.4 and paragraph 1.6 for eligibility determination and waiver processing procedures. (Note 3)

18	Separated from last service for physical disability	A person separated by reason of physical disability from a prior period of service with any of the Armed Forces. Waiver may be requested by SG personnel through TAG to ANG/SGP. If approved by ANG/SGP, applicant is eligible to enlist.
19	Certain family members	For policy governing family members see ANGI 36-2101. (Note 2)
20	Deserters	Deserter from any branch of the Armed Forces. (Note 1)
21	Certain aliens	An alien who has not been lawfully admitted to the United States for permanent residence. See Table 1.10, Line 1, Note 10.
22	National security risk	A person who admits or whose available records show engagement in any acts designed to destroy or weaken the United States. In addition, a person will be denied enlistment if their acceptance is not clearly consistent with the interest of the national security IAW AFI 31-501. (Note 1)
23	Service academy students	Students of any United States military academy. (Note 1)
24	ROTC students	Students enrolled in the advanced course of AFROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. Does not include those enrolled in AFROTC courses under the sponsorship of a state program that uses AFROTC as a commissioning source (Note 1)
25	Members who have a "4" profile in any area of the PULHESX Criteria on an AF Form 422 (or DAC Code C)	Are ineligible for enlistment in the ANG. (Note 1) Exception: 4T for pregnancy may be waived by the Adjutant General.
26	Active service personnel	Any member of the Armed Forces, other than ANG, while in active federal service. (PALACE CHASE program applicants are exempt.). (Note 1)
27	Prior service personnel separated for dependency or hardship	Persons previously separated or discharged by reason of dependency or hardship from any of the Armed Forces. Waivers may be requested if the circumstances that caused the hardship discharge have been removed. The fact that immediate re-entry on AD would not cause recurrence of the hardship condition must be conclusively established. (If hardship waiver is approved, the waiver of the RE Code that designates hardship discharge also is waived.). (Note 3)
28	Persons last separated from extended AD military service	A former member of the Armed Forces who received any discharge other than an honorable discharge for the last period of service; or whose discharge was due to unfitness, inaptitude, fraud, misconduct, or unsuitability. (Note 1). See Table 1.10 for eligibility and ineligibility criteria concerning reenlistment codes. Source of verification is DD Form 214.
29	Officers	Persons who currently hold a commission or warrant in any Armed Forces of the United States. (Note 1)
30	Officers removed from AD for cause	Former officer separated from AD for unsuitability, misconduct, in lieu of court-martial/administrative board action, asked to show cause for retention, or other factors which indicates officer left under unfavorable terms. (Note 1)
31	Retired personnel	Person receiving retirement or retainer pay from any branch of the Armed Forces, except that special authority may be extended by the Secretary of the Air Force in certain critical specialties to permit enlistment of airmen retired from the Regular Air Force under the provisions of 10 USC 8914 after completion of 20, but less than 30 years service. (See ANGI 36-2101) (Note 2)

32	Members assigned to the retired reserve pending attainment of age 60 for 10 USC 12731 retirement	Members of retired reserve not receiving pay (Note 1)
33	Members with 18 but less than 20 years TAFMS	Note 1
34	Certain professional students	Persons without prior service who are enrolled in a course of graduate study or training leading to a doctoral degree in medicine, dentistry, podiatry, veterinary medicine, osteopathy, or optometry. (Note 1)
35	BMT eliminees for medical reasons.	Persons who were previously eliminated from AF BMT or its equivalent in any other armed force for medical reasons. Waiver may be submitted through the AG to ANG/SGP when evaluation shows that the disqualifying medical condition no longer exists. (See Rule 18).
36	Eliminees from basic military training (BMT) other than medical	Persons who were previously eliminated from AF BMT or its equivalent in any other armed force for other than medical reasons. (Note 2)
37	Former service personnel separated for failure to meet training requirements	Persons previously discharged for failure to meet minimum military, technical, or academic training requirements imposed as conditions of enlistment. Does not include applicants separated from a DEP. (Notes 2, 7)
38	Former members of the Army or Air National Guard	Persons not recommended for reenlistment by entry on last NGB Form 22, Report of Separation and Record of Service (Storage Safeguard) . (Notes 2,7)
39	Former members discharged/ Separated for drug abuse	Members separated from any component through drug ID process. (Note 1)
40	Members who have previously enlisted in the U.S. Armed Forces, but have not completed full BMT program	Individuals are ineligible to enlist if they have not completed an entire BMT program of at least six weeks in one of the US military services, to include 84 days of AD/IADT for training (does not include UTAs) (Note 3). Member must be placed on AD/IADT to complete 84 days consecutive training (IAW 10 USC 12103). Navy Reserve and Coast Guard members who attended an orientation course, with 5 or more years consecutive satisfactory service may be enlisted up to E-5. (See 1.14.3)
41	Prior service personnel with lost time	Persons who have 5 days or more lost time during their last period of active federal service under Section 972 of Title 10, USC or prior corresponding provision of the law. (Note 3)
42	Prior service personnel in grade of E-4 or below	(1) Prior service applicants in pay grade of E-4 after 10 or more years of AD or active reserve service, or prior service applicants separated in pay grade of E-4 or below after 6 years of AD or active reserve. Prior service applicants in pay grade of E-3 and below with between 6 and 10 years of (Note 3)
43	PALACE CHASE	PALACE CHASE applicants who have 18 or more creditable years of service. (Note 1)
44	Members who cannot attain 20 years for retirement purposes by age 60	Members who do not have sufficient, documented, creditable service for retirement purposes to enable them to accrue 20 years of creditable service for 10 USC 12731 retirement upon reaching age 60, unless a waiver was previously granted by ANG/DPP. (Note 1)

45	Conviction of a misdemeanor of Domestic Violence	Anyone convicted of a qualifying conviction of a misdemeanor charge of domestic violence, see definition. (Note 1)
46	Served in other country's armed forces	(Note 1)
47	Unsatisfactory participants	(Note 1)
48	Individuals not retained under state selective retention programs	Members who are not retained under state selective retention programs. (Notes 2 and 7)

NOTES: All waivers will be IAW Attachment 11, and must include all pertinent additional documents

1. Waiver will not be permitted.
2. Submit waiver request to ANG/DPP.
3. Waiver authority is TAG, and must be in writing.
4. If the incident occurred while the member was in the Armed Forces and punishment was received under Article 15 or other judicial/administrative action and is otherwise qualified for enlistment under Table 1.10, no waiver required. (RE code must be an enlistable code; no exceptions.)
5. Applicants testing positive for any illegal substance at MEPS or an ANG medical squadron will be permanently barred from enlistment, NO WAIVERS WILL BE GRANTED.
6. Waiver authority is TAG and may be delegated to the installation commander.
7. Waiver must be submitted through and favorably endorsed by the unit commander and TAG, to ANG/DPP. Waiver requests must include extensive documentation that details extenuating circumstances that lead to their discharge under these categories. The member must also provide documentation that proves those circumstances will not re-occur (this may include letters of support from family members, civic leaders, church leaders, etc.) Waivers of these categories are exception to policy and will only be approved on an infrequent basis under uncommon circumstances.
8. MPF personnel must brief applicant that when/if retirement eligibility occurs, previous separation payments to applicant may be retrieved from the applicants retirement pay.

NOTE: Copies of an approved waiver will be permanently attached to the DD Form 4/NGB Form 66 to which they pertain.

Table 1.4			
R U L E	ENLISTMENT ELIGIBILITY BASED UPON DEPENDENCY STATUS OF APPLICANTS WHO DO NOT HAVE A MILITARY STATUS		
		A	B
	If applicant has dependents and is:	and the	then member completes:
1	Divorced/Separated	applicant has custody of dependents and has no prior service with dependents	AF Form 357 (Notes 1,3)
2		applicant has custody of dependents and has prior service with dependents as a single member	AF Form357 (Notes 2,3)
3	Married	spouse is civilian	AF Form357 (Notes 2,3)
4		spouse is military	AF Form357 (Notes 1,3)
5	Single	applicant had no prior service with dependent(s)	AF Form 357 (Notes 1,3)
6		applicant has prior service with dependent(s)	AF Form 357 (Notes 2,3)

NOTES:

1. Member must complete AF Form 357, and forward to WG/CC or their designee for approval.
2. Member will complete AF Form 357, no WG/CC approval necessary.
3. WG/CC or designee (not be delegated below MPF Chief or 1st Sgt) will ensure all AF Forms 357 are reviewed, verified, and updated annually by the member.

Table 1.5			
R U L E	PRE-ENLISTMENT SECURITY INVESTIGATION		
	A	B	C
	If applicant is:	And has	Then type investigation required is:
	1 A NPS US citizen	traveled or resided for more than 30 continuous days not under the auspices of the US Government	ENTNAC
2	A PS US citizen		
3	Personnel enlisting for the sole purpose of becoming an officer		NAC/SSBI
4	A NPS alien	(See Paragraph 1.2)	ENTNAC only

NOTE: For prior service applicants, consider only the period since date of last separation.

Table 1.6			
R U L E	TERMS OF ENLISTMENT		
	A	B	C
	If the applicant is	Possesses an MSO?	Then enlist for:
	1 Non-prior service	Yes	4 or 6 years (Notes 1,6)
2	Prior service	Yes/No	3 or 6 years (Notes 2 thru 6)

NOTES:

1. The remaining years of an 8- year obligation will be in the Air Force Reserve ORS.
2. AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs* apply to enlistment of PALACE CHASE/Front applicants. The term of enlistment is a minimum of twice the length (years, months, and days) of the unfulfilled AD service commitment or term of enlistment, but may neither be less than 1 nor more than 6 years. Members who physically relocate from another state may enlist for the remaining years, months, and days of the unexpired PALACE CHASE contract, but not less than 1 year.
3. At the commander's discretion, ANG members from another state may be enlisted for years, months, and days to complete the time remaining on their current enlistment contract, but not less than 1 year.
4. Member enlisting in an AFSC which requires formal training and in which they are not qualified must enlist for a minimum of 3 years and agree to attend technical training unless a classification waiver is obtained.
5. Prior service applicants who have never been members of the ANGUS are eligible for a 1 year enlistment, and this applies only to an initial ANG enlistment. Applicants retraining into a career field with a mandatory technical training school are not eligible for this enlistment.
6. Rules reflect minimum terms required for examples above, and may not apply for other programs such as incentives , Montgomery G.I. Bill (MGIB), etc.

Table 1.7		
R U L E	GRADE DETERMINATION FOR NON-PRIOR SERVICE ENLISTEES	
	A	B
	If applicant: (Note 1)	The enlistment grade authorized is:
1	Presents General Billy Mitchell Award certificate showing successful completion of the CAP training program. (Note 2)	E-3
2	Has completed 1 or more years of college ROTC and possesses a letter of recommendation from the ROTC detachment commander.	
3	Has satisfactorily completed the entire 3 year high school junior ROTC program, is a high school graduate, presents official certificate of completion from the service component or the school conducting the program. (Note 2)	
4	Is a former service academy student with at least 1 year of service.	
5	Enlists into a critical AFSC per AFI 10-201, <i>Status of Resources & Training System</i> , Table 4.4, for 6 years (Note 2)	
6	Has at least 45 semester hours or at least 67 quarter hours of accredited junior college/college credits. (Note 4)	
7	Has satisfactorily completed at least 2 years of high school ROTC program, is a high school graduate, and presents written evidence of program participation from the service component or the school conducting the program. (Note 2)	E-2
8	Is a former service academy student with over 90 days of service but less than 1 year. (Note 3)	
9	Enlists into a critical AFSC per AFI 10-201, Table 4.4, for 4 years (Note 2)	
10	Has at least 20 but less than 45 semester hours or at least 30 but less than 67 quarter hours of accredited junior college/college credits. (Note 4)	
11	Recipients of the Boy Scout Eagle Award or the Girl Scout Gold Palm. (Note 2)	E-2
12	Other than above.	E-1

NOTES:

1. Documents presented after enlistment processing is completed may not be used as a basis for changing the enlistment grade, except as specifically authorized in Note 2. (NO WAIVERS WILL BE CONSIDERED) Advise applicants who present documents for a higher enlistment grade after enlistment to submit a request to the Air Force Board for Correction of Military Records.
2. An individual enlisted in the senior year of high school will be enlisted in grade E-1. Immediately upon graduation from high school and receipt of the required documents, the individual may be promoted to the grade reflected in Column B.
3. Unless separated for cause or highest grade held was E-1.
4. Certification of completed college semester hours is required. Examples are a certified college transcript or a validated letter from the college.

Table 1.8			
R U L E	GRADE DETERMINATION FOR PRIOR SERVICE ENLISTEES		
	A	B	C
	If applicant enlists;	and last served in	Highest enlisted grade
1	Prior to second anniversary of DOS	Air Force component	Grade held on separation (Notes 1 thru 7)
2	Prior to sixth anniversary of DOS	Any component	Maximum Grade: SSgt/E5 (Notes 1 thru 7)
3	After sixth anniversary of DOS	Any component	Maximum Grade: SSgt/E-5 (Notes 3, 5 thru 7)

NOTES:

1. The grades listed in Column C are highest grades authorized for enlistment, provided all other provisions of this instruction and ANGI 36-2101 have been met, such as the requirement for an authorized UMD vacancy prior to enlistment of an individual in the grades of E-6, E-7, E-8, and E-9. These grades require Wing/CC approval prior to enlistment.
2. Individuals up through the grade of E-5 may be enlisted regardless of UMD vacancy.
3. These are maximum grades for enlistment; lower grade determination is at the commander's discretion.
4. Prior service applicants who qualify for enlistment in pay grade E-4, will be enlisted as senior airmen, even if the applicant previously held NCO status in an Air Force component.
5. Refer to Table 1.9 to determine time-in-grade/date of rank.
6. Former commissioned officers with no prior enlisted time may be enlisted up to E-5/Staff Sergeants. Those with prior enlisted service may be enlisted in highest enlisted grade held or E-5/staff sergeant, whichever is higher. See paragraph 1.12 and Table 1.8. Warrant officers are considered commissioned officers for enlistment purposes.
7. See Table 1.9, Note.

Table 1. 9		
R U L E	DATE OF RANK ADJUSTMENT	
	A	B
	If applicant is:	Then date of Rank (DOR) will be:
1	Currently an enlisted member of United States Air Force, Air Force Reserve, or Air National Guard	The same as that currently held. (Note)
2	A former enlisted member of the AF,AFRes, or ANG, who has been separated less than 24 months	The same DOR as held adjusted to deduct breaks in regular or reserve service of less than 24 months. (Note)
3	Former commissioned officer (any branch)	Date of enlistment.
4	All other U.S. services	Date of enlistment, unless member is qualified for at least a 3 level AFSC for direct conversion, then follow rule 1 or 2 as applicable.

NOTE: If the individual holds a grade higher than the UMD position authorized, enlist the member at the higher grade, then immediately demote under that provision of ANGI 36-2503 which calls for demotion based on voluntary change of assignment. This procedure will allow the adjustment of DOR when the member is subsequently promoted to the grade previously held.

Table 1.10			
R U L E	ACCEPTABILITY OF APPLICANTS WITH PREVIOUS MILITARY SERVICE		
	A	B	C
	If last period of service was in the	and entry in RE Code on DD 214/NGB 22 is: (Notes 1 thru 3)	Then, if otherwise qualified, applicant may
1	Air Force	See AFI 36-2606 (Reenlistment in the United States Air Force and Table 1.3)	Enlist (Note 11)
2	Army	1, 1A, 1B, 1C, 2, 2A, 2B, 3, 3A, 3S, 3V (Note 9)	Enlist
3	Marines	Recommended for reenlistment: 1A, 1B, 3S, 3V	Enlist
4	Navy	Recommend for reenlistment: 1, 3K, 3E, 3S, 3R, 3T, 3U, 3X, 5, 7, R1	Enlist
5	Coast Guard	Recommend or eligible for reenlistment: R1, 1, 3J, 3X	Enlist
6	Other than Air Force	Other than Rules 3, 4, 5, and 6, or no entry	not enlist (Notes 1, 2, 3, 4, and 7)
7	Any Reserve component of the U.S.		(Notes 3, 5, and 7)

NOTES:

1. If unable to verify reason for separation, ask applicant what they believe was the reason for separation and forward eligibility verification request to the ANG Liaison Office, ATTN: DARP-PPR-L, St. Louis MO 63132-5200. If response from the ANG Liaison Office confirms a bar to enlistment, see Note 2. If unable to verify reason for discharge after checking with ANG Liaison Office, discontinue enlistment. Applicants last separated from a Delayed Enlistment Program (DEP) for failure to enlist in the Regular Component are NPS and may be enlisted if otherwise qualified.
2. An entry in RE code block other than those identified in Column B is a bar to enlistment. Waivers should be considered only when there is clear evidence that the RE code was issued in error, member was discharged under hardship, insufficient retainability, or other similar non-misconduct type situation. Forward waivers as necessary. Otherwise, advise applicant of procedures in Note 3.
3. Persons who were last separated from the Armed Forces with a characterization of discharge or condition of separation that is a bar to enlistment, should be advised of the procedure for review of discharge (AFI 36-3202, Attachment 5). Favorable action by a discharge review board may make the applicant eligible for enlistment if otherwise qualified. Applicant may obtain DD Form 293, **Application for Review of Discharge or Dismissal from the Armed Forces of the United States**, from any armed forces installation or the Federal Records Center (MPF-AF), 9700 Page Boulevard, St Louis, Missouri, 63132. **Note:** Those last separated from the ANG or ARNG under the above conditions must first apply for review IAW state statutes.
4. If separated for hardship, see Table 1.3, rule 27.
5. If last period of service was in any reserve component, eligibility determination will be verified through appropriate component. If eligibility determination cannot be made at the local level, forward all available information and documents to ANG/DPP for final determination.
6. A waiver may be requested if an individual was separated with an Honorable Discharge and a DD Form 214/215, RE Code of 2/91, 3/91, 4, 15, 20, which was issued under the authority of AFI 36-3208, AFI 36-3209, or AFI 36-3017.

7. If the individual has an RE Code 2 and was discharged voluntarily (e.g. expiration of term of service, early release program, and similar releases), then the individual must appeal to the Air Force Board for Correction of Military Records using **DD** Form 149, **Application for Correction of Military Records**, under the provisions of Title 10 US Code, Section 1552. An individual who was involuntary separated with RE Code 2 must appeal to the appropriate discharge review board using DD Form 293. Normally, these individuals have RE Code 2B or 2C, or 2P if separated prior to 14 Jan 83.

8. RE Code 4D can be waived by The Adjutant General after complete review of the applicant's records. Also, the member's file must not reflect any derogatory information on his/her records, e.g., UIF, Article 15, Control Roster action, etc. Applicants who received separation pay of any type, require TAG waiver and must be briefed by MPF personnel that when/if member becomes retirement eligible, separation pay may be collected from the member's retirement pay.

9. RE Code 3 is only valid if the following SPD codes are used (applies to single digit RE 3 ONLY):

- a. JCC/KCC/LCC/MCC, Reduction in Force.
- b. KCA/MCA, Voluntary Separation.
- c. MCF/KCF, Early release for Schooling.
- d. MDF, Pregnancy.
- e. KDS, Defective enlistment.
- f. LBK, Expiration of Term of Service.

10. Members discharged with RE 2I (failure to obtain citizenship) may be considered for enlistment if:

- a. Applicant possesses a valid INS document indicating current approved residency does not expire within the proposed period of enlistment.
- b. Applicant applies for citizenship prior to enlistment.
- c. Applicant must obtain citizenship during initial enlistment.
- d. Applicant must possess or be eligible for a secret clearance.

(Such applicants will require waiver approval from ANG/DPP).

11. All 1 series RE Codes are eligible to enlist, to include 3S and 3V, all others require a waiver.

Chapter 2

PROCESSING PROCEDURES

2.1. Prequalifying Applicants:

2.1.1. A recruiter will interview applicants to determine their qualifications for enlistment. Investigate thoroughly any facts that may disqualify them before continuing processing. All PS claims must be verified from separation documents, such as DD Form 214 or NGB Form 22, before enlistment (see Attachment 4 and Table 1.10). All “working copy” physicals used for enlistment require both the front and back sides of the completed SFs 88 and 93. After review and approval by the physician, the applicant may be accessed on a “conditional enlistment” pending results of all lab tests and HIV results. Final approval of the medical examination will be accomplished by the ANG medical facility upon receipt of the original SFs 88, 93, and all supporting documentation, but will not hold up a conditional enlistment. ANG recruiters are responsible for providing the MEPS approved SFs 88 and 93 and all supporting documentation to the ANG medical facility. Individuals enlisted on conditional enlistments will not attend any training, to include UTAs, annual field training, or formal training until final approval by the ANG medical facility. The following statement will be included in bold print on the DD Form 4 in the remarks section for all ANG applicants enlisting under a conditional enlistment. Recruiters will ensure that this statement is specifically addressed, and both the enlistee and recruiter initial and date the statement: **“I FULLY UNDERSTAND THAT MY ENLISTMENT INTO THE AIR NATIONAL GUARD IS CONTINGENT UPON FINAL APPROVAL OF MY PHYSICAL EXAMINATION. ANY MEDICAL FINDINGS RESULTING IN AN EXISTING PRIOR TO SERVICE (EPTS) CONDITION OR ANY OTHER DISQUALIFYING MEDICAL CONDITION UNLESS WAIVED PURSUANT TO PARAGRAPH 1.3 OF THIS INSTRUCTION, RENDERS THIS ENLISTMENT CONTRACT NULL AND VOID AND WILL RESULT IN MY INELIGIBILITY TO COMPLETE ENLISTMENT INTO THE ANG.”**

2.1.2. Verification of age. (The burden of proof is on the applicant.) The only acceptable documents for verification of age are:

2.1.2.1. Birth certificate including hospital or delayed birth/court certificate.

2.1.2.2. Statement by State Registrar of Vital Statistics or similar State official.

2.1.2.3. DD Form 214, NGB Form 22, or other separation document for PS applicants. Accept date of birth recorded thereon as a verified date. (Cannot be used for proof of citizenship).

2.1.2.4. DD Form 372, **Request for Verification of Birth**.

2.1.2.5. U.S. passport identifying the holder as a U.S. citizen.

2.1.3. Identity. Ensure that the applicant is the same person whose name is recorded on the document substantiating his/her age; verify name with social security card, driver's license, etc.

2.1.4. Parental consent. Do not process for enlistment any unmarried applicant, who has not reached his/her 18th birthday, until the consent of the parents or legal guardian is obtained on DD Form 1966.

2.1.5. Mental testing. (See Table 1.1 for aptitude requirements). Applicants will be administered the ASVAB IAW AFR 33-7 and AFI 36-2605 at a military entrance processing station (MEPS) or a mobile examining test (MET) site with the following exceptions:

2.1.5.1. When a unit is more than 50 miles or a 1 hour drive from a MEPS or MET site, units may consider, with AG approval, sending applicants to a different MEPS or MET. Justification must include record of efforts to resolve the problem through the local interservice recruitment committee.

2.1.5.2. The Enlistment Screening Test (EST) should be used to screen applicants to determine those most qualified and consequently those who should be scheduled for the ASVAB. Test control officers can obtain the EST by ordering AFPT 900/901, *Test Booklet*; AFPT 902, *Answer Sheet*; and AFPT 903, *Answer Key*.

2.1.6. Vacancy. Enlist only to fill valid EUMD position vacancies or against a projected vacancy, IAW ANGI 36-2101, *Assignments within the Air National Guard*. Ensure applicants are qualified for entry into career field of enlistment IAW AFMAN 36-2108.

2.1.7. Medical examination. Applicants will be given, or must possess, a current qualifying medical examination IAW procedures and standards outlined in AFI 48-123. Physical examination may be obtained from any military medical facility or authorized contract physician. Also see paragraph 1.3.2 All ANG applicants for enlistment must meet weight/body fat measurement standards IAW AFI 48-123.

2.1.8. PS personnel. It is the responsibility of the enlisting activity to verify all PS claims made by prospective enlistees. The applicant must complete and sign SF 180, **Request Pertaining to Military Records**. Verification of PS for individuals separated since calendar year 1973 may be obtained by writing the Defense Manpower Data Center (DMDC), Monterey CA 93940, or by phoning the DMDC 1-800-538-5916 for units outside California or 1-800-682-4825 for units in California or Defense Switch Network (DSN) 878-2111 from 0700-1600 hours daily (Pacific Standard Time). Verification for individuals separated before calendar year 1973 may be obtained from official documents in possession of the individual, or written verification requested from the appropriate service agency as outlined in Attachment 4. The enlisting activity will use DD Form 214, NGB Form 22, or other separation documents to determine applicant's enlistment eligibility. Individuals with enlistment eligibility codes listed as acceptable in Table 1.10 may be enlisted, provided they are otherwise eligible. All others require ANG/DPPSS approval.

2.1.8.1 Classification. See AFI 36-2101.

2.1.8.2 Grade/skill relationship. See AFI 36-2101 and AFMAN 36-2108.

2.1.9. Enlistment of applicants with current military status:

2.1.9.1. Members of other reserve components may be enlisted in the ANG if a conditional release is obtained before enlistment. These applicants must meet all eligibility requirements of this instruction for enlistment in the ANG. Other criteria and processing procedures are contained in AFI 36-2115, *Assignments within the Reserve Components*, and AFI 36-2004, *Interservice transfer of Officers on the Active Duty List to the United States Air Force*.

2.1.9.2. ANG State to State Transfers. When an ANG member indicates a desire to transfer to another ANG unit in a different state, the losing state will supply the gaining state with an affiliation packet containing the following: a list of ANG units in the state the members wishes to transfer to, recruiting points of contact in that state, conditional release form (AF 1288, DD 368 or letter), a copy of the latest record review RIP or SURF AGHIST, AGD001 and GRHIST, last AF 526, DD 93, DD 214s and NGB 22s, latest physical, latest direct deposit form and any other pertinent or necessary documents. The only enlistment document required by the gaining state is a new DD Form 4, **Reenlistment Document**. State transferees must meet retention physical standards; if the members physical has expired, then a continued service periodic physical must be accomplished before enlistment. Otherwise, a signed AF Form 895 must be signed indicating there has been no change since the last physical. Members may be accessed IAW ANG 36-2101. When the new member transfers, the gaining state will code that member as overgrade or excess (as necessary) in the personnel data system.

2.1.9.3. PALACE CHASE/PALACE FRONT will be processed IAW 36-3205.

2.1.9.4. Prior to enlistment, Medical Records (SFs 88 and 93) will be reviewed by the medical personnel of the gaining unit.

2.1.9.5. Authority to perform equivalent training may be a part of the conditional release granted by the losing unit, subject to the concurrence of The Adjutant General of both states (reference ANG 36-2001).

2.1.9.6. Immediately upon enlistment of an applicant, other than an ANG member, the new enlisting activity will send a copy of the DD Form 4 to the organization from which the conditional release was received.

2.2. Military Service Obligation (MSO) and Participation Requirements:

2.2.1. Before enlistment, applicants will be advised of the MSO which they will incur under provisions of 10 USC 651 and AFI 36-2115. MSO will be for a period of 8 years. Prior military service is deducted for applicants enlisting from other components.

2.2.2. Applicants with MSOs are subject to recall or adverse action if they become unsatisfactory participants and will be so advised before enlistment.

2.3. **Service Numbers.** The service number of an applicant will be the applicant's social security account number preceded by the letters "FG."

2.4. **Categories of Personnel Whose Enlistment Requires Special Authority Prior to Enlistment.** The following categories of personnel will be enlisted only upon written request signed by the applicant, before enlistment, in which he/she specifically states that he/she desires to waive his/her exemption from militia duty (10 USC 312):

2.4.1. Officers in the judicial and executive branches of the states and territories (the Commonwealth of Puerto Rico, the Canal Zone, the Virgin Islands, Guam, and the District of Columbia.)

2.4.2. Customhouse clerks.

2.4.3. Persons employed by the United States in the transmission of the mail.

2.4.4. Workers employed in armories, arsenals, and naval shipyards of the United States.

2.4.5. Pilots on navigable waters.

2.4.6. Mariners in the sea service of an American flag shipping line or a member of the United States Merchant Marine.

2.5. Processing Waivers for Enlistment:

2.5.1. Recruiting Retention Superintendents (RRSs) are required to submit a fiscal year waiver summary report for all waivers accomplished within their respective state. Summaries will include the following information: State, Unit, Enlistee Name, PS/NPS, Waiver Type (what was waived, cite Table/paragraph), Enlistment or Reenlistment Waiver, Waiver Approved/Disapproved, Office of Approval/Disapproval. This information is required for each waiver, and is due at the end of each fiscal year, to ANG/DPP, Andrews AFB MD 20762-5157. Waiver summaries should be sent electronically via the ANG BBS or E-mail preferably in Microsoft Excel or Access, if not in a comparable database spreadsheet format. Requests for waiver, where specifically authorized in this instruction, will be submitted IAW Chapter 5 and the following:

2.5.1.1. If the waiver is for physical reasons, the request will be forwarded through medical channels to ANG/SGP, Andrews AFB MD 20762-5157.

2.5.1.2. Waivers previously approved for enlistment in any branch of the Armed Services do not require a subsequent waiver for ANG enlistment.

2.5.2. Waiver requests will be in letter format as shown in Attachment 11, with routing as explained in Chapter 5. Attach a copy of the SF 180, **Request Pertaining to Military Records**, completed and signed by both the applicant and a recruiter or MPF representative authorizing the ANG access to prior service records, when appropriate.

2.5.3. Applicants under restraint, under sentence of a court, or who have been found guilty of a felony under local or state laws, or where confinement exceeded 1 year (not necessarily imposed), are not eligible for waiver.

2.5.4. When reviewing waivers of juvenile delinquency, The Adjutant General should request the following:

2.5.4.1. Nature of offenses and dates committed.

2.5.4.2. Number of offenses and age of applicant at time of offenses.

2.5.4.3. Copy of the report of investigation completed by juvenile authorities, juvenile courts, police authorities, detention homes, reformatories, or any other appropriate source of information as to the applicant's character and rehabilitation, the actual offenses committed, circumstances in the case, disposition by the courts, actual confinement served, and whether any form of civil restraint still exists.

2.5.4.4. Present reputation in community in which residing, as evidenced by three letters of recommendation from reputable citizens other than relatives.

2.5.4.5. Work and school record since date of offense or release from restraint, detention, or supervision by civil authorities.

2.6. Completing Forms and Documents. The following documents will be prepared as required by the MPF, Recruiter, and applicant:

2.6.1. DD Form 4. Type this form for each applicant IAW Attachment 1. Ensure that each entry is accurate and verified by the applicant or by substantiating documents.

2.6.2. DD Form 1966. Most of the items in this form are to be completed by the applicant with a typewriter or legibly printed in his/her own handwriting using the instructions provided in Attachment 8. Certain items, however, must be completed by other ANG personnel, such as recruiters and the MPF. Exception: DD Form 1966 is not required for personnel presently in the ANG who transfer from another state, PALACE CHASE/ FRONT individuals, or transfers from an AFRes unit when no break in service occurs. In these instances, documentation should already exist. Parents or legal guardian will complete item 34 if applicant is less than 18 years old and unmarried.

2.6.3. DD Form 372, **Request for Verification of Birth**. This form may be used when the applicant is unable to furnish evidence for initial enlistment. See paragraph 2.1.2.3 for PS applicant.

2.6.4. DD Form 369, **Police Records Check**. This form is not mandatory, but strongly encouraged. This form will be prepared early during the enlistment processing as for all NPS applicants and those PS applicants requiring a new security investigation. After results have been received:

2.6.4.1. If applicant is enlisted, forward the form, along with the SF Form 86/SF Form 86A, to the MPF activity accomplishing the enlistment. This activity is responsible for ensuring that the member takes the forms to the unit security manager or designee for completion, then to security police squadron, or the authorized requestor, as

appropriate, for security clearance processing. All personnel security investigation forms must be typed. If applicant decides not to enlist or is denied enlistment, attach to the file copy of DD Form 1966 and dispose of IAW AFI 37-138, *Records Disposition -- Procedures & Responsibilities*.

2.6.4.2. Recruiters will not violate statutes or local restrictions that prohibit obtaining or maintaining police record data, nor will they involve themselves beyond a normal DD Form 369 request. The information obtained from local or state agencies is subject to rigid control and is not releasable to persons outside of recruiting channels. The applicant is responsible for paying any fees and for taking any further action to obtain required data.

2.6.5. Standard Forms 88, 93, and supporting documentation will be completed (by medical personnel) on each initial enlistee.

2.6.6. AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**. Any enlistment in the ANG requires that every applicant, PS and NPS, complete an AF Form 2030. MPF personnel will review the completed form to determine if applicant is eligible for enlistment. NPS PERSONNEL MUST RECERTIFY THEIR AF FORM 2030 BEFORE DEPARTING FOR AD/IADT. Eligibility for enlistment will be IAW ANGR 30-2, *Social Actions -- NGB Program*, and most current supplemental guidance.

2.6.7. AF Form 357. AFI 36-2908 will be used to counsel all applicants on ANG policy concerning family care, and AF Form 357 will be completed as appropriate. (See paragraph 1.6 and Table 1.4)

2.6.8. Reemployment Rights. There are specified statutory provisions governing reemployment rights for veterans and applicants for military service. It is absolutely essential that applicants for enlistment be advised of their reemployment rights before processing. See Attachment 9.

2.6.9. Bonus Eligibility Verification. Prior to enlistment processing into a bonus AFSC, the ROM will evaluate the information and determine bonus program eligibility prior to enlistment.

2.6.10. No other forms, except as noted above, will be required to be completed prior to enlistment or by the recruiter.

2.7. Administering the Oath of Enlistment. Ensure that the oath on DD Form 4 is administered by a commissioned officer of the National Guard of the state concerned in a dignified manner and in appropriate surroundings. The United States flag will be prominently displayed near the person administering the oath.

2.8. Distribution of Records. Distribution of all enlistment records will be IAW AFI 36-2608, *Military Personnel Records Systems*.

2.9. Applicants Who Decline or Are Found Not Qualified for Enlistment.

2.9.1. The enlisting activity will tactfully interview applicants who decline to complete processing to determine their reasons. Counsel them to alleviate their misgivings and emphasize the opportunities in the ANG. If applicant continues to decline to enlist, retain application on file for the period specified in AFI 37-138.

2.9.2 For applicants found not qualified for enlistment, the recruiter or MPF representative will tactfully explain to them the reasons for disqualification. If the reason for disqualification is medical, the recruiter should seek counseling assistance from medical personnel. Dispose of the applications IAW AFI 37-138.

2.9.3. For members of other components or members of other ANG units found physically disqualified, send the complete examination results to their unit of assignment.

Chapter 3

ENLISTMENT FOR SPECIFIC OPERATIONS AND OF SPECIAL CATEGORY PERSONNEL

3.1. Flying and Officer Training Applicants. Applicants enlisted for U.S. Air Force flying training in officer grade or for the Academy of Military Science (AMS) as an airman must be enlisted prior to approval for appointment, attendance at flight screening or AMS.

3.1.1. Applications for appointment and attendance at flying training in officer grade or for enlistment to attend the AMS will be prepared and submitted under the appropriate Air Force directives and instructions issued by the National Guard Bureau.

3.1.2. If the application for appointment and/or attendance at Air Force flying training or officer training is disapproved or terminated without prejudice, the member will be given the option of being discharged under AFI 36-3209 or remain in the ANG under the regular enlistment program. If a member desires to remain in enlisted status with the ANG, he/she will be required to complete the remaining portion of the enlistment, and AD/IADT, if applicable (see Table 1.1, Note 6).

3.1.3. Waivers approved for appointment automatically qualify as enlistment waivers. All waivers requested for officer candidates will be requested under appointment directives.

3.2. Applicants Drawing Certain Other Compensation from the United States Government. Applicants for enlistment drawing disability compensation from the U.S. Government through the Veterans' Administration, or retired persons excluded under the provisions of Table 1.3, rule 31, who are otherwise qualified for enlistment, must waive either their retired pay or disability compensation for the days for which they receive pay for performance of military duty, or otherwise waive/decline the military compensation. A copy of the certificate of waiver of compensation will be filed in the Master Personnel Records. Each applicant will be advised that it is their responsibility to preclude dual payment for disability compensation or retired pay and Federal pay for their services in the ANG for the same period.

3.3 NPS Applicants for Air National Guard Bands. An applicant for an ANG band, otherwise qualified for enlistment, is required to audition before enlistment. The applicant must pay all expenses in connection with preenlistment auditioning. The band director will audition the applicant using AFI 35-201/ANGSUP 1, for guidance. If the applicant is found to be qualified, the band director will prepare the Enlistment Application for Air National Guard Band (Attachment 8) and forward it to the enlisting activity for processing.

3.4. Enlistment of Ex Military Service Academy Students. Applicants for enlistment who were former military service academy students who have completed 90 days or more of AD/IADT do not have to attend BMT; however, they may need to attend formal technical training.

3.5. ROTC Participants. Former ROTC participants who complete the program and decline their commission must attend BMT and formal technical training.

Chapter 4

REENLISTMENT, EXTENSION AND STATE-TO-STATE TRANSFERS

4.1. Voluntary Extension of Enlistment. An enlistment may be extended when an individual desires to continue in his/her ANG status without a break in service. Extensions will be for a minimum period of 6 months and a maximum period of 6 years per extension. Only one extension will be executed per enlistment/reenlistment, exceptions to this rule require approval by ANG/DPP. Retention beyond age 60 is not authorized except under 4.1.2. or 4.1.3 below. Extensions will be accomplished in triplicate using NGB Form 66. No individual will be extended without the concurrence of his/her commander.

4.1.1. A member may not extend an enlistment/reenlistment to qualify for the ANG Incentive Program.

4.1.2. An individual who will not be qualified for retirement under Chapter 67, Title 10, United States Code upon reaching age 60, but will qualify before attaining age 62, and is otherwise qualified for retention, may be extended for the number of years, months, and days required to qualify for retirement. This provision applies only when a waiver for retention beyond age 60 IAW this instruction, was granted by ANG at the time of enlistment. Otherwise action will be taken to effect the discharge of the member at the end of their current enlistment.

4.1.3. Retention beyond age 60 is not authorized if a member is then qualified for retired pay under Chapter 67, Title 10, USC. Exceptions for extensions beyond age 60 for retirement eligible members for the purpose of qualifying for a technician annuity will be approved on a case by case basis by ANG/DPP. Waivers of this nature will be indorsed by the Human Resources Office (HRO) at State Headquarters.

4.1.4. Members who are hospitalized, temporarily physically disqualified, or pending a medical/physical evaluation board, may be extended beyond age 60. Justification for extension should be submitted through the unit commander to TAG, in letter format. Request must include, as a minimum, synopsis of the problem, prognosis, and anticipated get well/completion date.

4.1.5. Members enrolled but not making satisfactory progress in the Weight Management Program (WMP) or Fitness Program at ETS will not be permitted to reenlist. Waivers may be granted by TAG for a period not to exceed the time it will take to achieve the maximum allowable weight/body fat standard at the established rate of weight loss or attain the fitness standard (Minimum extension is 6 months). For members progressing satisfactorily in the WMP, extensions may be approved by the unit commander.

4.1.6. Extensions of enlistment become effective the day following current ETS. Members cannot reenlist any earlier than 90 days prior to their ETS. (Exceptions do exist within the Incentive and Montgomery G.I. Bill (MGIB) Program as outlined by ANG/DPP). Waivers (other than exceptions noted) must be approved by ANG/DPP prior to reenlistment.

4.2. ANG State-to-State Transfers. When an ANG member indicates a desire to transfer to another ANG unit in a different state, the losing state will supply the gaining state with an affiliation packet containing the following: a list of ANG units in the state the members wishes to transfer to, recruiting points of contact in that state, conditional release form (AF 1288, DD 368 or letter), a copy of the latest record review RIP or SURF AGHIST, AGD 001 and GRHIST, last AF 526, DD 93, DD 214s and NGB 22s, NGB 17, latest physical, latest direct deposit form and any other pertinent or necessary documents. The only enlistment document required by the gaining state is a new DD Form 4.

4.2.1. State transferees must meet retention physical standards; if the members physical has expired, then a continued service periodic physical must be accomplished before enlistment. Otherwise, a signed AF Form 895 must indicate that there has been no change since the last physical.

4.2.2. Members may be accessed IAW ANGI 36-2101.

4.3. Separation from the ANG and Assignment to ARPC (NARS). For the purpose of transfer to the Retired Reserve, the member must have at least six months retainability in the Personnel Data System at time of ANG separation. A person with less retainability may be administratively extended for an appropriate period to effect the transfer to the Retired Reserve. Administrative extensions contracted solely for this purpose may be accomplished without approval. This action will ensure ARPC sufficient time to take the administrative actions required to transfer an ANG airman to the Retired Reserve before the member's ETS. This action is also necessary for members who are over fifty nine and one-half years of age. Members will not perform any active or inactive duty, with or without pay, after their 60th birthday.

4.4. Involuntary Extension of Enlistment. An enlistment may be involuntarily, administratively extended for the purpose of allowing sufficient time for conclusion of a trial or investigation for a violation of the Uniform Code of Military Justice (UCMJ)++++ or the State Military Code (see Table 4.2, rule 4); to allow sufficient time for a member who is hospitalized, temporarily physically disqualified, or pending a medical/physical evaluation board; or when affected by the provisions of "Stop Loss."

4.4.1. Members may be extended, at the discretion of The Adjutant General, when a member has been denied reenlistment and has a pending complaint or grievance in their behalf, that will not be adjudicated prior to their ETS. In this instance, the member will be extended for six months or until adjudication is received.

4.5. NGB Form 66. Instructions for completing the form are self-explanatory, except as follows:

4.5.1. Involuntary, administrative extension: If the member is not available for signature or refuses to sign, type the following statement: "NOT AVAILABLE FOR SIGNATURE - SEE REMARKS." In the remarks section type the following explanation: "Administrative extension to accommodate the 6 months' retainability requirement IAW ANGI 36-2002."

4.5.2. Voluntary, administrative extensions may be accomplished for the following reasons: medical or retirement retainability. Have the member sign the completed form, if capable. If the member is unavailable, unable, or refuses to sign, type the following statement: "NOT AVAILABLE FOR SIGNATURE - SEE REMARKS." The Commander or Director of Personnel may sign the form and in the remarks section type the following: "Administrative extension to (state reason)."

4.6. NGB Form 17, Statement for Reenlistment /Extension in the Air National Guard, will be completed for reenlistments and extensions.

4.7. AF Form 2030, USAF Drug Abuse Certificate, will be completed for reenlistments and extensions in the Air National Guard.

4.8. DD Form 4. This form will be used if member is reenlisting. Type this form for each applicant who reenlists IAW Attachment 1. Ensure that each entry is accurate and verified by the applicant or by substantiating documents.

4.9. Terms of Reenlistment. An individual who reenlists in the ANG must concurrently reenlist as a Reserve of the Air Force in the same grade for a period equal to their ANG reenlistment.

4.10. NGB Form 22. This form is not mandatory for members who immediately reenlist, unless requested by the member.

Table 4.1

REENLISTMENT, EXTENSION, INELIGIBILITY FACTORS		
RULE	INELIGIBILITY FACTOR	EXPLANATION/DETERMINATION GUIDELINES
	A	B
1	Morally Unacceptable (Note 4)	<p>a. A person convicted by civilian court of an offense punishable by death or convicted of one or more Category 1 offenses. See Attachment 2. (Note 1)</p> <p>b. A person under restraint. (Note 1) See definitions.</p> <p>c. A person having frequent difficulties with law enforcement agencies, criminal tendencies, a history of anti-social behavior or sexual perversity. (Note 1)</p> <p>d. Persons convicted by a civilian court under circumstances as indicated below:</p> <p>(1) First offense, Category 2. (Note 2) Except DUI/DWI (Note 3)</p> <p>(2) Two or more offenses in Category 2. (Note 2)</p> <p>(3) One or more offenses in Category 3. (Note 3)</p> <p>(4) Two convictions or adverse adjudications in the last three years, or three or more convictions or adverse adjudications of Category 4, in a lifetime. (Note 3)</p> <p>(5) Convictions or adverse adjudication of six or more Category 5 offenses in a 365-day period in the last 3 years. (Note 5)</p> <p>EXCEPTION: Note 2 applies for waivers on applicants being reenlisted or extended for subsequent appointment.</p>
2	Conscientious objectors	See Attachment 3. (Note)
3	Persons under parole, probation, or suspended sentence	Note 1, see definitions.
4	Members under investigation by military or civilian authorities (including OSI) the outcome of which may result in administrative discharge processing	When ETS is imminent, and members are under investigation, they may voluntarily extend their enlistment for 6- month periods using this rule as authority and following the procedures in this instruction to remain as members in the ANG until the case is decided. If they elect not to extend and the commander chooses not to extend them involuntarily, they will be separated on ETS and reenlistment is barred. (Appropriate comment will be made on NGB Form 22, Remarks). (Note 1) (Table 4.2, rule 4)
5	Under the influence of alcohol or drugs	Persons who are under the influence of alcohol or drugs will not be processed. (Note 1)
6	Drug users/abusers	Members identified through the drug identification process are ineligible to extend/reenlist. (Note 1)
7	Alcoholics	Persons known to be addicted to alcohol. (Note 1) Individuals who have documentation indicating successful completion of a rehabilitation program are eligible for reenlistment without a waiver. Members may be extended pending completion of the rehabilitation program. (Note 3)
8	Mental illness	A person with a documented history of mental illness. (Note 1)

9	National security risk	Persons who admit or whose available records show that they have engaged in any act or acts designed to destroy or weaken the United States. In addition, persons will be denied reenlistment if the acceptance is not clearly consistent with the interest of national security IAW AFI 31-501. (Note 1)
10	Immigrant alien members	Immigrant aliens who enlist in the ANG must acquire US citizenship status during their initial enlistment to be eligible for reenlistment/extension. (Note 1)
11	ROTC Students	Students enrolled in the advanced course of AFROTC, Army ROTC, or Naval ROTC or scholarship students in these programs. (Does not include those enrolled in AFROTC courses under the sponsorship of a state program that uses AFROTC as a commissioning source.) (Note 1)
12	Not selected for retention	Individuals not selected for retention. (see Table 1.3, rule 48, Notes 2, 7)
13	Members who cannot attain 20 years for retirement purposes by age 60	Prior service personnel (Note 1) see Table 1.3, rule 44, unless otherwise as stated in paragraphs 4.1.1 or 4.1.3.

NOTES:

1. Waiver will not be permitted.
 2. Submit waiver requests to ANG/DPP, IAW Chapter 5.
 3. Waiver authority is TAG or designee, and must be in writing.
 4. If the incident occurred while the member was in the Air National Guard and punishment was received under Article 15 or other judicial/administrative action and the member is otherwise qualified for reenlistment/extension, no waiver is required.
 5. Waiver authority is TAG who may delegate to installation commander.
- NOTE:** Copies of an approved waiver will be permanently attached to the DD Form 4/NGB Form 66 to which they pertain.

Table 4.2		
TERMS OF EXTENSION AND REENLISTMENT		
R U L E	A	B
	If applicant is:	Then extend or reenlist for:
1	Recommended for retention by the Selective Retention Board IAW ANGI 36-2606.	1 to 3 years. (Notes 2 and 3)
2	Selected for service commitment that requires specific retainability.	See ANGI 36-2101, Table 5.1 for extension requirements. (Note 6)
3	An airman under age 60 separating from the ANG and assigned to ARPC (NARS) for the purpose of transfer to the retired reserve.	At least six months past the effective date of reassignment.
4	An airman whose ETS occurs while under investigation or awaiting trial for violation of the UCMJ or State Military Code.	Involuntarily extend for a period sufficient to allow for conclusion of the trial or investigation. (AFI 36-3209, paragraph 3.6.1). (Note 6)
5	Other than above.	See paragraph 4.1.
6	An airman who is extending or reenlisting within 30 days or less prior to ETS.	The appropriate period IAW rules 1 to 6, with effective date or reenlistment occurring the next day after current ETS (Example: ETS is 30 Jan 96, reenlists on 11 Jan 96 for 3 years; ETS becomes 30 Jan 99). Extension/reenlistment documents will not be forwarded to ARPC prior to the effective date of extension/reenlistment. (30 Jan 96 in the above example).
7	An airman who is extending or reenlisting within 31 to 90 days prior to ETS. Exception: An airman drawing a bonus is ineligible to reenlist/extend under this rule,	The appropriate period IAW rules 1 to 6 above, with effective date of reenlistment occurring on the date of reenlistment. (Example: ETS is 30 Jan 96; reenlists on 14 Dec 95 for 3 years, ETS becomes 13 Dec 98.)
8	Participating in an AGR Program	Member may be reenlisted/extended for a period that will coincide with their AD tour. (Notes 2 and 6)
9	Affected by "STOP LOSS" Provision (10 USC 12305), or any involuntary call to AD under 10 USC.	Member will be involuntarily extended. (Note 7)

NOTES:

1. Persons who are participants in the ANG Incentive Program are ineligible to reenlist until completion of the contract for which they enlisted with the incentive, unless such reenlistment is to qualify for attendance at an in-residence training school or state educational benefits (not MGIB).
2. If otherwise eligible, members desiring qualification for educational entitlements under the Veterans Education Assistance Act of 1984 may reenlist or extend for the minimum period needed to qualify.
3. Airmen selected for retention through selective retention programs are limited to a maximum extension of three years, regardless of the provisions of any other ANG regulation.
4. Member may extend ANG enlistment for a period of at least 6 months to coincide with the MSO.
5. No reenlistment/extension may be executed for a period of less than 6 months.

6. Complete the NGB Form 66, include in remarks section IAW the appropriate Title 10 USC and ANGI 36-2002 as the authority for the extension.
 - a. Have member sign form.
 - b. If the member refuses or is unavailable to sign the form, annotate it accordingly and have the commander sign the NGB Form 66.
 - c. Extensions should reflect the duration of the applicable Title 10 USC or SECDEF Memorandum.

Chapter 5

ROUTING OF WAIVER REQUESTS

5.1. Introduction. In an attempt to avoid excessive delays in processing waiver requests, it is important they are processed by the proper offices and that they are forwarded through the appropriate command echelons as indicated below:

5.1.1. All waiver requests will be IAW Attachment 11 and must be signed by the unit commander and Director of Personnel.

5.1.2. The request must be routed through command echelons to the Air Division in the Office of the Adjutant General for a decision, or recommendation of approval or disapproval as required by the appropriate Table. The Executive Support Staff Officer or Military Personnel Management Officer will forward the waiver to the ANG/DPP as required.

5.2. Offices of Primary Responsibility - OPRs:

5.2.1. Accessions and Separations Branch:

ANG/DPP

3500 Fetchet Avenue

DSN: 278-7500

Andrews AFB MD 20762-5157

FAX: DSN 278-8951

5.2.2. ANG Liaison Office, Federal Records Center (FRC):

Federal Records Center

DARP-PRR-L

9700 Page Blvd.

Saint Louis MO 63132-5200

5.3. Documentation for Waiver Submittal: Below are documents required for waivers. Not all documents listed are required for each waiver, however, ensure that all pertinent documents for the purpose of the waiver are included.

Cover letter in the correct format (see Atch 11)

Proper coordination and approval authority as indicated by appropriate Table or text

DD Form 369, **Police Records Check.**

Letters of recommendation from reputable citizens in the community (other than relatives). Examples: clergy, social organizations, local police/fire departments, government representatives (Att 9, Appendices A, B, C).

Resume of member's employment since separation

Letter of recommendation from school or employer (Att 9, Appendix C).

Applicant's statement of incident/reason. The last statement of this letter must be "I understand that the omission of any information required for a thorough evaluation of this waiver request could result in disapproval/rescission" (Att 9, Appendix D).

A point of contact including name, unit/office symbol, DSN.

DD Form 214

NGB Form 22

Performance reports

SF 180

SF 93/88

Article 15/UCMJ documentation

5.4 Waiver Reporting: Recruiting Retention Superintendents (RRS) are required to submit a fiscal year waiver summary report for all waivers accomplished within their respective state. Summaries will include the following information: State, unit, enlistee name, PS/NPS, waiver type (what was waived, cite table/paragraph), enlistment or reenlistment waiver, waiver approved/disapproved, office of approval/disapproval. This information is required for each waiver, and is due at the end of each fiscal year, to ANG/DPP, Andrews AFB MD 20762-5157 or FAX DSN 278-8951. Waiver summaries should be sent electronically via the ANG BBS or E-mail preferably in Microsoft Access or Microsoft Excel, if not in a comparable database spreadsheet format.

PAUL A. WEAVER, JR.
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

Attachment 1**INSTRUCTIONS FOR USE AND PREPARATION OF ENLISTMENT OR REENLISTMENT AGREEMENT ARMED FORCES OF THE UNITED STATES****(DD Form 4)**

A1.1. Use. For initial enlistments or reenlistments in the Air National Guard.

A1.2. Preparation:

a.. DD Form 4 will be prepared electronically or by typewriter. All signatures required will be made with ball point pen in dark ink. For electronically generated forms (PC III, Formflow, etc.), original signatures are mandatory on the first/original DD Form 4. Copies may be made, however, every page of each copy must be certified as an original copy by MPF personnel.

b. As the basic document establishing a legal relationship between the US Government and the enlisted member, special care will be taken to ensure that all items are completed correctly without typewriter strikeouts.

(1) Any erasures or corrections will be initialed by the enlistee and the service representative. Erasures are not permitted in the date of enlistment, term of service, or confirmation of enlistment sections. Errors in these sections will necessitate complete reaccomplishment of the agreement.

(2) Errors discovered after the member's enlistment will be corrected IAW existing regulations as applicable.

(3) If an enlistment/reenlistment waiver was required, attach to the DD Form 4, and add in the remarks section that there is a waiver attached.

(4) When preparing this form for enlistment, "X" out the word reenlistment, and vice versa.

A1.3. Distribution. Distribution of the completed and executed form will be IAW AFI 36-2608 and this regulation.

A1.4. Specific Instructions. The following instructions apply to completion of blank spaces:

ITEM	TITLE	EXPLANATION OR NUMBER DESCRIPTION ENTRY
SECTION A. ENLISTEE/REENLISTEE IDENTIFICATION DATA		
1	Name	Enter full last name, full first name, middle name, and any suffixes, such as Jr., Sr., III, etc. as applicable.
2	Social Security Number	Enter applicant's SSN in space provided.
3	Home of Record	Indicate applicant's bona fide permanent residency.
4	Place of Enlistment	Enter location of current enlistment.
5	Date of Enlistment/ Reenlistment	Self-explanatory
6	Date of Birth	Self-explanatory
7	Previous military service upon enlistment/ reenlistment	Enter in the space provided total active and inactive military service completed. Enter the years, months, and days in two positions each. Precede the numbers 1 through 9 with a zero. If the enlistee has no prior military service, enter "OOOOOO." Complete all blocks. Note: Total Active Military Service in this situation means all AD documented by a DD Form 214, or

NGB Form 22. Total Inactive Military Service is a result of subtracting Total Active Military Service from total service.

SECTION B. AGREEMENTS

8	Branch of Service (Complete for all enlistees/ reenlistees)	"X" out "United States" and enter "Air National Guard of United States".
	Period of Enlistment	Enter as Arabic number the period of years for which enlisting. Leave the space for "weeks" blank. Example: 4.
	Pay Grade	Enter pay grade in which enlisting.
	Annex(es)	Any service document that defines/amplifies promises being made to enlistee regarding training/duty assignment in space duty assignment, geographical area, etc., will be used as annexes. In space provided following "and annex(es)", identify by letter (A, B, C, etc.) each annex to be attached to enlistment/reenlistment document. If no annexes, enter NONE".
8a	For enlistment in Delayed Entry/ Program (DEP)	NA for ANG enlistments.
8b	Remarks	Enter unit and location of assignment on day of enlistment. Example: 8106 Student Flight, Andrews AFB, MD.
8c	Initials of enlistee	All applicants will complete this item.
	Page Heading	Record enlistee's/reenlistee's full name (last, first, and middle name sequence) and SSN in blocks provided at top of DD Form 4/2. See instructions for items 1 and 2 above.

SECTION C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

SECTION D. CERTIFICATION AND ACCEPTANCE

13a	Certification	The entire form, to include items 9-12 on the reverse side of page 4/1 must be read before the individual signs.
13b	Signature of Enlistee/ Reenlistee	Applicant will sign full name in first, middle, and last name sequence. Example: George Eldon Copperperson.
13c	Date signed	Example: 910630.
14a	Branch of service	Strike out "United States" and enter "Air National Guard".
14b	Name of service representative	Enter in last name, first name, middle initial sequence.

14c	Pay grade	Example: E-7.
14d	Unit/command name	Enter service representative's unit of assignment. Example: 191 FIG/DPMQ.
14e	Signature	Prior to signing, accepting individual will verify correctness of entries and explain all applicable paragraphs of enlistment documents to applicant. Individual identified in 14b will sign his/her name in first, middle, last name sequence (initials and last name are acceptable).
14f	Date signed	Example: 910630.
14g	Unit/command address	Example: Selfridge ANG Base, MI 48045-5000.

SECTION E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15	Confirmation of Enlistment/Reenlistment	Not completed for Air National Guard applicant.
16	Confirmation of Enlistment/Reenlistment	Immediately following "I" in space provided, enter enlistee's/reenlistee's full name in first, middle, and last name sequence.
	State of/Governor of (two entries)	Enter name of state, territory, or commonwealth, as applicable, in two spaces provided.
17	Acknowledgment of Enlistment/Reenlistment	Complete for all Air National Guard applicants.
	Date	Enter day of month, followed by "ND", "ST", "RD", or TH", as appropriate. Do not precede numbers with a zero. Spell out month and enter last two digits of calendar year. Examples: 22nd day of July 84, 7th day of August 84.
	State name	Enter name of state, territory, or commonwealth, as applicable. Example: WISCONSIN.
	Branch of Service	Enter "AIR FORCE".
	Reserve Component	Enter "AIR".
	Enlistment period	Enter period of enlistment. Example: 6 years, 0 months and 0 days.
18a	Signature	Enlistee/reenlistee will sign full name in first, middle, and last name sequence. Example: George Eldon Copperperson
18b	Date signed	Example: 910630.
19a	Name	Enter name of commissioned officer (in last name, first name, and middle initial sequence) who administered oath of enlistment.

19b	Pay grade	Example: 0-5.
19c	Unit/command name	Example: 188 TFG/CC.
19d	Signature	Officer identified in item 19b above will sign his/her name in first, middle, and last name sequence (initials and last name are acceptable).
19e	Date signed	Example: 910630.
19f	Unit/command	Example: Selfridge ANGB, IL 60666-0489.

Attachment 2

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Moral Offenses. The following tables contain a listing of offenses differentiated by degrees of seriousness and divided into categories. Category 1 offenses are major offenses and cannot be waived for entrance. Category 2 offenses are also major offenses, but of a relatively less serious nature. First offenses may be waived for entrance by TAGs, second and additional offenses must be submitted to ANG/DPP for approval/dissapproval. However, disapproval may be at any level between the unit commander and TAG. Category 3 offenses are serious offenses. A conviction of any of these offenses may be waived by the TAG. Category 4 offenses are less serious offenses. Two convictions in the last three years or three or more convictions in a lifetime may be waived by the TAG. Category 5 offenses are traffic offenses. Six or more convictions in any 365-day period in the last 3 years may be waived by the TAG and may be delegated to installation commander. Quality and the best interests of the Air National Guard must be the overriding factor in the submission and approval of moral waivers.

Category 1 Moral Offenses. This list of offenses is a guide. Consider violations of a similar nature or seriousness as a Category 1 offense. A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air National Guard. These offenses may not be waived.

- a. Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (Adjudicated as Adult only).
- b. Bribery (Adjudicated as Adult only).
- c. Burglary (Adjudicated as Adult only).
- d. Carnal knowledge of a child under 16.
- e. Draft evasion.
- f. Drugs: possession, use, trafficking, sale or, manufacture of any illegal or illicit drug (except for marijuana use or possession - see Category 2).
- g. Extortion (Adjudicated as Adult only).
- h. Indecent acts or liberties with a child under 16, molestation.
- i. Kidnapping, abduction.
- j. Manslaughter.
- k. Murder.
- l. Perjury (Adjudicated as Adult only).
- m. Rape.
- n. Robbery (Adjudicated as Adult only).

Category 2 Moral Offenses. This list of offenses is a guide. Consider violations of a similar nature or seriousness as a Category 2 offense. In doubtful cases, treat the offense as a Category 2 offense when the maximum possible confinement under local law exceeds 1 year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air National Guard. First offenses may be waived for entrance by ANG/DPP, except DUI/DWI, which are waivable by TAG for first offenses only. Second and additional offenses must be submitted to ANG/DPP for approval/dissapproval. However, disapproval may be at any level between the unit commander and TAG.

- a. Arson.
- b. Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (Adjudicated as Juvenile only).
- c. Attempting to commit a felony.
- d. Breaking and entering a building with intent to commit a felony.
- e. Bribery (Adjudicated as Juvenile only).
- f. Burglary (Adjudicated as Juvenile only).
- g. Carrying a concealed firearm or unlawful carrying of a firearm.
- h. Carrying a concealed weapon (other than firearm), possession of brass knuckles.
- i. Child pornography offenses.
- j. Conspiring to commit a felony.
- k. Criminal libel.

- l. DUI/DWUI/DWI (Driving under the influence, while intoxicated, or impaired by drugs or alcohol).
- m. Embezzlement.
- n. Extortion (Adjudicated as Juvenile only).
- o. Forgery: Knowingly uttering or passing forged instrument (except for altered identification for purchase of alcoholic beverages).
- p. Grand larceny.
- q. Grand theft.
- r. Housebreaking.
- s. Indecent assault.
- t. Involuntary manslaughter.
- u. Leaving the scene of an accident (hit-and-run) involving personal injury.
- v. Lewd, licentious or lascivious behavior.
- w. Looting.
- x. Mail matters: Abstracting, destroying, obstructing, opening, secreting, stealing or taking.
- y. Mail: Depositing obscene or indecent matter.
- z. Maiming or disfiguring.
- aa. Marijuana: Simple possession or use.
- bb. Negligent homicide.
- cc. Pandering.
- dd. Perjury (Adjudicated as Juvenile only).
- ee. Public record: Altering, concealing, destroying, mutilating, obliterating, or removing.
- ff. Riot.
- gg. Robbery (Adjudicated as Juvenile only).
- hh. Sedition or soliciting to commit sedition.
- ii. Selling, leasing or transferring weapon to a minor or unauthorized individual.
- jj. Sexual harassment.
- kk. Willfully discharging firearms so as to endanger life or shooting in public place.

Category 3 Moral Offenses. This list of offenses is a guide. Consider violations of a similar nature as Category 3 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful cases, treat the offense as a Category 3 offense when the maximum possible confinement under local law exceeds four months but not more than one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air National Guard. Waivers to these offenses may be approved by the TAG.

- a. Adultery.
- b. Assault (simple).
- c. Breaking and entering a vehicle.
- d. Check: Insufficient funds, worthless, or uttering with intent to defraud or deceive.
- e. Conspiring to commit misdemeanor
- f. Contempt of court (includes nonpayment of child support or alimony required by court order).
- g. Contributing to the delinquency of a minor (includes purchase of alcoholic beverages).
- h. Desecration of a grave.
- i. Discharging firearm through carelessness or within municipal limits.
- j. Drunk in public, drunk and disorderly, public intoxication.
- k. Failure to stop and render aid after an accident.
- l. Indecent exposure.
- m. Indecent, insulting or obscene language communicated directly or by telephone.
- n. Killing a domestic animal.
- o. Leaving the scene of an accident (hit-and-run) with no personal injury involved.
- p. Liquor or alcoholic beverages: Unlawful manufacture or sale.
- q. Malicious mischief.
- r. Resisting, fleeing or eluding arrest.
- s. Removing property under lien or from public grounds.
- t. Slander.
- u. Shooting from highway or on public road.

- v. Shoplifting, larceny, petty larceny, or theft (age 14 or older).
- w. Stolen property or knowingly receiving stolen property.
- x. Unlawful or illegal entry.
- y. Unlawful use of long distance telephone lines.
- z. Use of telephone to abuse, annoy, harass, threaten, or torment another.
- aa. Wrongful appropriation of motor vehicle, joyriding or driving without owner's consent (if intent was to permanently deprive owner of vehicle, treat as Grand Larceny).

Category 4 Moral Offenses. This list of offenses is a guide. Consider traffic violations that are treated as serious by law enforcement agencies as Category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful Category 4, nontraffic cases, treat similar offenses as Category 4 offenses when the maximum possible confinement under local law is 4 months or less. Two convictions or adverse adjudications in the last 3 years, or three or more convictions or adverse adjudications in a lifetime is disqualifying for entry into the Air National Guard. Waivers to these offenses may be approved by the TAG.

- a. Abusive language under circumstances to provoke breach of peace.
- b. Altered identification when intent is to purchase alcoholic beverages.
- c. Curfew violation.
- d. Committing or creating nuisance.
- e. Damaging road signs.
- f. Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace.
- g. Driving with suspended or revoked license or without license.
- h. Failure to appear, comply with judgment, answer or disobey summons.
- i. Failure to comply with officer's direction.
- j. Fare evasion (includes failure to pay turnstile fees).
- k. Fighting, participating in a brawl.
- l. Illegal betting or gambling: Operating illegal handbook, raffle, lottery, punch board or watching a cockfight.
- m. Juvenile noncriminal misconduct: Beyond parental control, incorrigible, runaway, truant or wayward.
- n. Liquor or alcoholic beverages: Unlawful possession or consumption in a public place.
- o. Littering or dumping refuse on or near highway or other prohibited place.
- p. Loitering.
- q. Petty larceny or petty theft (committed under age 14).
- r. Possession of indecent publications or pictures (other than child pornography).
- s. Purchase, possession or consumption of alcoholic beverages by a minor.
- t. Racing, drag racing, contest for speed.
- u. Shoplifting (committed under age 14).
- v. Trespass on property.
- w. Unlawful assembly.
- x. Vagrancy.
- y. Vandalism, defacing or injuring property.
- z. Violation of fireworks law.
- aa. Violation of fish and game laws.
- bb. Check: Insufficient funds or worthless, \$50 or less.
- cc. Careless or reckless driving.

Category 5 Moral Offenses. This list of offenses is a guide. Consider offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and traffic offenses treated as minor by local law enforcement agencies, as Category 5 offenses. However, careless or reckless driving are considered Category 3 offenses. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firms, campus police, etc. Conviction or adverse adjudication of six or more Category 5 offenses in a 365-day period in the last 3 years is disqualifying for entry into the Air National Guard. Waivers to these offenses may be approved by the TAG and may be delegated to installation commander.

MOVING VIOLATIONS:

- a. Blocking or retarding traffic.
- b. Crossing yellow line, drifting left of center.
- c. Disobeying traffic lights, signs, or signals.
- d. Driving on shoulder.
- e. Driving with blocked or impaired vision.
- f. Driving wrong way on a one-way street.
- g. Failure to have vehicle under control.
- h. Failure to keep right or in proper lane.
- i. Failure to signal.
- j. Failure to stop or yield to a pedestrian.
- k. Failure to yield right-of-way.
- l. Following too close.
- m. Improper backing.
- n. Improper passing.
- o. Improper turn.
- p. Operating overloaded vehicle.
- q. Speeding (Contest for speed, racing or drag racing is Category 4 offense).
- r. Spinning wheels, improper start.
- s. Seat belt violation.
- t. Zigzagging or weaving in traffic.

NONMOVING VIOLATIONS:

- u. Driving uninsured vehicle.
- v. Driving with expired plates or without plates.
- w. Driving without license in possession.
- x. Driving without registration or with improper registration.
- y. Failure to display inspection sticker.
- z. Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint).
- aa. Improper blowing of horn.
- bb. Improper parking (does not include overtime parking).
- cc. Invalid or unofficial inspection sticker.
- dd. Leaving key in the ignition.
- ee. License plates improperly displayed or not displayed.
- ff. Playing vehicle radio/stereo too loud (noise/sound pollution).

Attachment 3**ENLISTMENT/REENLISTMENT QUESTIONNAIRE****DATE:**

In connection with my enlistment/reenlistment/extension in the (State) Air National Guard, I certify that the following is a true and correct statement of eligibility for enlistment/reenlistment/extension in accordance with current requirements of ANGI 36-2002 and ANGR 30-2.

1. Are you a conscientious objector? (A conscientious objector is defined as one who refuses to serve in the Armed Forces or bear arms on the grounds of moral or religious principles.) Yes_____ No_____ (Initials)
2. Are you a sole survivor? Yes_____ No_____ (Initials)
3. If you are an immigrant alien who enlisted on or after 1 June 1983, have you since that time acquired U.S. citizenship status? Yes_____ No_____ (Initials)
4. Are you currently enrolled in the advanced course of Air Force ROTC, Army ROTC, or Naval ROTC, or are you a scholarship student in these programs? Yes_____ No_____ (Initials)
5. Have you engaged in any act or acts designed to destroy or weaken the United States? Yes_____ No_____ (Initials)
6. Are you under investigation by military or civilian authorities? Yes_____ No_____ (Initials)
7. Are you under the influence of drugs or alcohol? Yes_____ No_____ (Initials)
8. Are you an alcoholic? Yes_____ No_____ (Initials)
9. If you are an alcoholic, are you in a rehabilitation program? Yes_____ No_____ (Initials)
10. Have you completed a drug and/or alcohol rehabilitation program? Yes_____ No_____ (Initials)
11. Do you have a history of mental illness? Yes_____ No_____ (Initials)

NOTE: Giving false or misleading information which may affect your eligibility for enlistment/reenlistment/extension may result in separation from the (State) Air National Guard on the basis of fraudulent/erroneous enlistment.

DISTRIBUTION: (1) Commander
(1) Member

Attachment 4**SECTION A - VERIFYING PRIOR MILITARY SERVICE**

A6.1. Verify claims of prior military service using the DD Form 214, NGB Form 22, or other separation documents. If these forms are not available, or if they are mutilated to the extent that entries are not readable, or if there is evidence that the information has been altered, then a statement of service from the appropriate service containing the following information may be used.

- a. Exact name or names under which the person served.
- b. Branch of service.
- c. Service number(s).
- d. Date and place of service.
- e. Date of discharge.
- f. Type of discharge claimed.
- g. Other data as necessary.

A6.2. Determine the duty status of the applicant from the following list and submit the request for verification of prior military service to the appropriate agency listed in the letter key. Do not request information by telephone. Use SF Form 180 ensuring member/applicant has signed the form.

SECTION B - MILITARY RECORDS LOCATOR

SERVICE BRANCH	DUTY STATUS	MILITARY FILES		
		PER	FLD	MED
USN	AD OR DRILLING RESERVES	G	E	F
USN	DESERTERS	G	G	G
USN	TEMPORARILY DISABLED RETIRED LIST OR INACTIVE RESERVES	G	H	H
USN	DISCHARGED, DECEASED OR RETIRED LESS THAN 8 MO.	G	H	H
USN	DISCHARGED, DECEASED OR RETIRED MORE THAN 8 MO.	A	A	A
USN	ORGANIZATIONAL MEDICAL RECORDS RETIRED			A
USN	DEPENDENT ORGANIZATIONAL MEDICAL RECORDS RETIRED		A	
USMC	AD OR DRILLING RESERVE	O	E	F
USMC	TEMPORARILY DISABLED RETIRED LIST AND RETIRED	O	O	O
USMC	FLEET RESERVES AND INACTIVE RESERVES	O	P	P
USMC	DISCHARGED, DECEASED OR RETIRED MORE THAN 6 MO.	A	A	A
USAF	AD	M	E	F
USAF	DRILLING RESERVES	N	E	F
USAF	ANG	N/D	E/D	F

USAF	TEMPORARILY DISABLED RETIRED LIST, DESERTERS AND RETIRED GENERALS	M	M	M
USAF	INACTIVE RESERVES	N	N	N
USAF	DISCHARGED, DECEASED, OR RETIRED MORE THAN 5 MO.	A	A	A
USAF	ORGANIZATIONAL MEDICAL RECORDS RETIRED			A
USAF	DEPENDENT ORGANIZATIONAL MEDICAL RECORD RETIRED			Q
USA	AD OFFICERS	I	E	F
USA	AD ENLISTED	K	E	F
USA	DRILLING RESERVE	B/E	E	F
USA	ARNG OFFICERS	L	E	F
USA	ARNG ENLISTED (PRIOR AD)	A	E	F
USA	ARNG ENLISTED (NO PRIOR AD)		E	F
USA	TEMPORARILY DISABLED RETIRED LIST OFFICERS AND DESERTERS	I	I	
USA	TEMPORARILY DISABLED RETIRED LIST ENLISTED AND DESERTERS	K	K	K
USA	INACTIVE RESERVE OR LIVING RETIRED	B	B	B
USA	DISCHARGED OR DECEASED MORE THAN 4 MO.	A	A	A
USA	ORGANIZATIONAL MEDICAL RECORDS RETIRED			A
USA	DEPENDENT ORGANIZATIONAL MEDICAL RECORDS RETIRED			Q
USCG	AD OR DRILLING RESERVE	J	E	F
USCG	TEMPORARILY DISCHARGED RETIRED LIST OR INACTIVE RESERVES	J	J	J
USCG	DISCHARGED, DECEASED, OR RETIRED MORE THAN 8 MO.	A	A	A
USCG	ACADEMY RECORDS UNTIL 9 YRS AFTER ENTRY	R		F
USCG	ACADEMY RECORDS AFTER 9 YRS FROM ENTRY	S		S
USPHS	FORMER COMMISSIONED OFFICERS	C	C	C
USPHS	FORMER CIVILIAN EMPLOYEES Q	Q	Q	

USMM SAILED WITHIN LAST 3 YEARS T

USMM	LAST SAILED OVER 3 YEARS	U
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SECTION C- LETTER KEY

LETTER	AGENCY
A	ANG LIAISON, FEDERAL RECORDS CENTER, ARPC-PRR-L 9700 PAGE BLVD ST. LOUIS, MO 63132-5200 (ATTN: ANG LIAISON)
B	ANG LIAISON, FEDERAL RECORDS CENTER, ARPC-PRR-L 9700 PAGE BLVD ST. LOUIS, MO 63132-5200 (ATTN: ANG LIAISON)
C	CHIEF, US PUBLIC HEALTH SERVICE, OPERATION BRANCH, COMMISSIONED PERSONNEL, 5600 FISHERS LA., ROCKVILLE, MD 20852-0999
D	THE ADJUTANT GENERAL OF THE APPROPRIATE STATE
E	SERVICING PERSONNEL OFFICE FOR THE UNIT OR BASE OF ASSIGNMENT
F	SERVICING MEDICAL FACILITY FOR THE UNIT OR BASE OF ASSIGNMENT
G	CHIEF OF NAVAL PERSONNEL, DEPARTMENT OF THE NAVY, ARLINGTON ANNEX, ARLINGTON, VA 20370-5000
H	NAVAL RESERVE PERSONNEL CENTER, NEW ORLEANS, LA 70149-0001
I	USA MILPERCEN, 200 STOVALL ST., ALEXANDRIA, VA 22332-5321
J	COMMANDANT, US COAST GUARD, WASHINGTON, DC 20593-0001
K	COMMANDER, US ARMY ENLISTED RECORDS & EVALUATION CENTER, FT. BENJAMIN HARRISON, IN 46249-5000
L	ARMY NATIONAL GUARD PERSONNEL CENTER, 5600 COLUMBIA PIKE BLVD., FALLS CHURCH, VA 22041-2717
M	USAF MILITARY PERSONNEL CENTER, MILITARY PERSONNEL RECORDS DIVISION, RANDOLPH AIR FORCE BASE, TX 78148-0001
N	AIR RESERVE PERSONNEL CENTER, DENVER, CO 80280-5000
O	COMMANDANT OF THE MARINE CORPS, HQ. USMC, ARLINGTON, VA 20380-0001
P	MARINE CORPS RESERVE FORCES ADMINISTRATION CENTER, 1500 E. 95TH ST., KANSAS CITY, MO 64131-0001
Q	FEDERAL PERSONNEL RECORDS CENTER, CIVILIAN PERSONNEL RECORDS, 111 WINNEBAGO ST., ST. LOUIS, MO 63118-0027

R US COAST GUARD ACADEMY, NEW LONDON, CT 06320-0001

S FEDERAL RECORDS CENTER, 380 TRAPELO RD., WALTHAM, MA 02154-0001

T MERCHANT VESSELS, PERSONNEL DIV., SEAMAN'S DOCUMENTATION BY,
2100 2ND ST. SW, WASHINGTON DC 20593-0001

U FEDERAL RECORDS CENTER, SUITLAND, MD 20013-0001

Attachment 5**DEPENDENCY STATEMENT FOR ENLISTMENT**

I hereby acknowledge that no representative or agent including any recruiter of the (state's name) Air National Guard has in any way convinced me to give up custody of my minor dependents in order to qualify for Air National Guard membership. I have been advised that in addition to meeting the enlistment requirements as they pertain to dependency, I must meet all other requirements which include, but are not limited to: physical condition, test scores, background, qualifications for a specific job, tenure on a waiting list as maintained by the unit of application, availability of a quota to allow me to attend Basic Military Training and Technical School (if applicable) along with other governing enlistment criteria.

I realize that if I am required to give up custody of minor dependents that does not assure my enlistment in the (State's name) Air National Guard. I understand that, in order to enlist, I may not now or in the future, have other disqualifications which would prevent my enlistment.

The recruiters have advised me against giving up custody of my minor dependents. I realize that once I give up custody, the possibility exists that another person or persons may attempt to gain (or regain) custody of said dependents.

I hereby waive any claim I now have or may hereafter acquire against the (State's name) Air National Guard, its agents or representatives including any recruiters by reason of foregoing, and hereby release the (state's name) Air National Guard, its agents and representatives including recruiters, from any and all liabilities which may arise from any advice given me concerning my decision and options involving custody of my minor dependents.

TYPED NAME OF APPLICANT AND SSN _____(Signature)_____
DATE

NAME OF WITNESS _____(Signature)_____

I certify that the above individual signed this of his/her own free will.

TYPED NAME OF WITNESS _____(Signature)_____
DATE

THIS FORM ONLY TO USED BE FOR MEMBERS REQUIRED TO OBTAIN COURT ORDER IAW TABLE 1.4

Attachment 6

**RECORD OF MILITARY PROCESSING
ARMED FORCES OF THE UNITED STATES**

**DD FORM 1966 DATED JAN 89
GENERAL INSTRUCTIONS**

This form is initially prepared under the guidance of recruiting personnel, with an accompanying SF86/SF86A enlistment of individuals into the ANG.

RESPONSIBILITY FOR THE FORM. The Recruiter and MPF is responsible for ensuring that the information, including coding, is provided properly in accordance with these instructions.

ITEM TITLE ENTRY AND/OR EXPLANATION

A	Service	Enter "DFG"
B	NR Days Prior Total Service	<p>Enter an "X" in the first block (NONE) if the applicant has no prior service (zero days prior service).</p> <p>Enter an "X" in the second block (less than 365) if the applicant has at least one but less than 365 days prior service.</p> <p>Enter an "X" in the third block (greater than 365) if the applicant has 365 or more days prior service.</p> <p>(1) DIEUS (Date of Initial Entry in Uniformed Services). Enter in YYMMDD format the date the applicant was appointed or enlisted or conscripted into any Uniformed Service of the U.S. including the Army, Navy, Marine Corps, Air Force, Coast Guard (and their reserve/guard components), Public Health Service, and the National Oceanic and Atmospheric Administration. Additionally, include enlistment as a reserve in the senior ROTC program, as a scholarship cadet or midshipman Under 10 USC 2107 or 2107(A), enlistment in the Regular Component Delayed Entry Program (DEP), and entrance as a cadet or midshipman at the U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy (not included is the U.S. Merchant Marine Academy).</p> <p>(2) DIERF) Leave Blank. This is an obsolete code.</p> <p>(3) Date of Initial Entry into a Reserve Component (DIERC). Enter in YYMMDD format the date the applicant affiliates or enlists in any Reserve Component (non-extended AD for the first time). This does not include time in the Regular Component Delayed Entry Program (DEP), Reserve Officers Training Corps (ROTC), or professional appointment programs. If the applicant is not entering and has never previously entered into a Reserve Component (i.e., is entering directly into an Active Component), leave blank. When individuals have been discharged from Component DEP, for reasons other than enlistment in a Regular Component, DEP does not count for DIEUS.</p>
C	Regular that time spent in the Selective Service Classification	<p>Applicable only when applicants are being classified by the Selective Service System in accordance with the Military Selective Service Act. Otherwise, leave blank.</p>

D	Selective Service Registration	Enter registration number, if applicable; otherwise leave blank. Service applicants not registered will be automatically registered upon completing DD Form 4 (Enlistment or Reenlistment Agreement - Armed Forces of the United States) and accession into military service. Females: Not applicable.
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**DD FORM 1966 DATED JAN 89
INSTRUCTIONS FOR ADP PAGE**

This form is prepared by recruiting/MPF personnel as part of the application for enlistment of individuals into the Armed Forces. The DD Form 1966/1 (ADP), is used by the Air National Guard MPF to enter accession records into the Personnel Data System. It is also used to record enlistment processing.

RESPONSIBILITY FOR THE FORM. The Recruiting Service is responsible for ensuring that the information is provided properly in accordance with these instructions.

**DD FORM 1966 DATED JAN 89
INSTRUCTIONS FOR SERVICE APPLICANTS**

The following instructions are to assist in completing the Record of Military Processing - Armed Forces of the United States. Please read the instructions for each item prior to making an entry. Type or print using ball point pen with black or blue-black ink. Print firmly to make sure all copies are readable.

ITEM	TITLE	ENTRY AND/OR EXPLANATION
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SECTION I - PERSONAL DATA

1.	Social Security	Enter the 9 digits in the appropriate blocks. Note: Enlistment without a Social Security Number is not authorized.
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2.	Name	Enter Last, First, Middle Name (& Maiden, if any), Jr., Sr., III, etc.
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Examples: (a) SMITH, JOHN ROBERT, JR.
(b) JOHNSTON, MARY LOU (BROWN)

If you have had your name changed from that shown on your birth certificate through court action, record your original name in Section IV, REMARKS (page 1966/3). If preferred enlistment name is not the same as on your birth certificate and has not been changed by legal procedure described by state law, complete item 36. If preferred enlistment name is different from name shown on your Social Security Number card, you must, complete OAAN Form 7003, **Request for Change of Social Security Record**, and submit it to the nearest Social Security District Office to change your Social Security Record.

3.	Aliases	Enter any aliases by which you are known.
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4.	Current Address	Enter street, city, county, state, country, and zip code as of date of application.
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5.	Home Record	Enter street, city, county, state, country, and zip code of the address declared by ofyou to be your permanent home or actual home at time of enlistment. Do not enter a temporary Record temporary address. If the Home of Record address is the same as the current address shown in Item 4, enter "Same as Item 4".
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6. Citizenship
- a. Enter "X" in the "Native Born" block if you are a citizen of the United States by birth.
 - b. Enter "X" in the "Born Abroad of U.S. Parents" block if citizenship was acquired at birth through being born abroad of U.S. parents.
 - c. Enter "X" in the "U.S. Naturalized" block if a naturalized citizen.
 - d. Enter "X" in "U.S. Derived Through Naturalization of Parent(s)" block if citizenship was derived through parent(s)' naturalization.
 - e. Enter "X" in "U.S. Non-Citizen National" block if not a citizen of the United States but owe principal allegiance to the USA (for example, if born in America Samoa or Swains Islands).
 - f. Enter "X" in "Immigrant Alien (specify)" block if an immigrant alien and specify your country of citizenship.
 - g. Enter "X" in the "Non-Immigrant Foreign National (specify)" block if non-immigrant foreign national and allowed to enlist in the service (such as citizens of the Northern Mariana Islands (NMI), Republic of the Marshall Islands (RMI), or Federated States of Micronesia (FSM), who are treated as though they are U.S. citizens, or citizens of the Republic of the Philippines (RP) authorized enlistment in the Navy).
7. Sex Enter "X" in the appropriate block.
8. Population Enter "X" in the appropriate block indicating your origin of descent.
- a. Enter "X" in "White" if Caucasian or White race.
 - b. Enter "X" in "Black" if Negroid or African race.
 - c. Enter "X" in "Asian" if Yellow or Mongoloid race.
 - d. Enter "X" in "American Indian" if Red or American Indian race also include Alaskan native).
 - e. If "Other" enter "X" and specify. If unknown enter "Unknown" or "Other" block.
9. Ethnic Group Select from the following list within a descent category
- American Indian/Alaskan Descent
- Aleut
Eskimo
U.S./Canadian Indian Tribes
- Asian Descent
- Chinese Japanese
Filipino Korean
Indian Vietnamese
Other Asian Descent

Hispanic

Cuban
Latin American with Hispanic Descent
Mexican
Puerto Rican
Other Hispanic Descent

Pacific Island Descent

Melanesian
Micronesian
Polynesian
Other Pacific Island Descent

None - Not a member of an ethnic group or do not choose to identify with an ethnic group.

Other - Member of an ethnic group other than one listed above.

Unknown

10. Marital Status Select from the following list:
Annulled Married
Divorced Single
Interlocutory Widowed
Legally Separated
11. Number of Dependents Enter the number of persons totally or partially dependent on you for their support. If none, enter "O." **Note:** A determination of your eligibility for dependent allowance will be made after your enlistment. The fact that you indicate dependents here does not necessarily qualify them for financial assistance or allowances and imposes no liability on the Armed Forces for their support.
12. Date of Birth Enter date as six digits in year, month, day format. (Example: If you were born on April 5, 1970, enter "700405.")
13. Religious Preference THIS ITEM IS OPTIONAL; YOU DO NOT HAVE TO ANSWER IT.
If you choose to answer this item, refer to the consolidated list of religious preference shown below.
If religious preference is shown within the list, enter it as shown. If religious preference is not in the list, enter the complete formal name of your religious preference in Item 13.

Advent Christian Church	Independent Baptist Bible Mission
African Methodist Episcopal Church	Independent Baptist Churches
African Methodist Episcopal Zion Church	Independent Churches Affiliated
American Baptist Association	Independent Denominational

Endorsing Agencies	
American Baptist Churches	Independent Fundamental Bible Churches
American Baptist of USA	Independent Fundamental Churches of America
American Baptist Convention	Independent Lutheran Church
American Council of Christian Churches	International Church of the Foursquare Gospel
American Lutheran Church, The	Jehovah's Witnesses
Anglican Orthodox Church, The	Judaism
Asbury Bible Church	Kansas Yearly Meeting of Friends
Assemblies of God	Lutheran Churches
Associated Reformed Presbyterian Church (General Synod)	Evangelical Lutheran Church in America
Associated Gospel Churches	Lutheran Church Missouri Synod
Atheist	Lutheran Church Council in the USA
Baptist Bible Fellowship	Methodist Churches
Baptist Churches, Other	Methodist Protestant Church
Baptist General Conference	Militant Fundamental Bible Churches
Baptist Missionary Association of America	Missionary Church, The
Bible Presbyterian Church	Church Association
Bible Protestant Church	Moravian Church
Brethren in Christ Fellowship	Muslim
Brethren Church	National Association of Congregation
Buddhism	Christian Churches
Central Bible Church	National Association of Free-will Baptists
Christian Church (Disciples of	National Baptist Convention of

Christ)	America
Christian Church and Churches of Christ	National Baptist Convention, USA
Christian Crusade	No Preference Recorded
Christian Methodist Episcopal Church	No Religious Preference
Christian and Missionary Alliance	North American Baptist Conference
Christian-No Denominational Preference	Ohio Yearly Meeting of Friends Open Bible Standard Churches, Inc.
Christian Reformed Church	Orthodox Judaism
Christian Science (First Church of Christ, Scientist)	Orthodox Presbyterian Church, The
Church of Christ	Other Religions
Church of God	Pentecostal Churches
Church of God (Anderson, IN)	Pentecostal Church of God of America, Inc.
Church of God (Cleveland, OH)	Pentecostal Holiness Church
Church of God General Conference	Plymouth Brethren
Church of God in Christ	Presbyterian Churches
Church of God in North America	Presbyterian Churches in America
Church of God in Prophecy	Presbyterian Churches in the USA
Churches of Jesus Christ of Latter Day Saints (LDS)	Presbyterian Council for Chaplains and Military Personnel
Church of Nazarene	Primitive Methodist Church, The
Church of United Brethren in Christ	Primitive Methodist Church, USA
Progressive National Baptist	Churches of Christ Convention, Inc.
Churches of Christ in Christian Union	Protestant Episcopal Church
Congregational Methodist Church	Protestant-No Denomination Preference
Conservation Congressional	Protestant - Other Churches

Christian Conference	
Conservative Judaism	Reform Judaism
Cumberland Presbyterian Church	Reformed Churches
Eastern Orthodox Churches	Reformed Churches in America
Elim Fellowship	Reformed Church in the USA
Elim Missionary Assemblies	Reformed Episcopal Church
Evangelical Church Alliance, The	Reform Presbyterian Church Evangelical Synod
Evangelical Church of North America	Reorganized Church of Jesus Christ of Latter Day Saints
Evangelical Congregational Church	Roman Catholic Church
Evangelical Covenant Church in America	Salvation Army, The
Evangelical Free Church of America	Schwenkfelder Church, The
Evangelical Friends Alliance	Seventh Day Baptist Convention
Evangelical Lutheran Church Association	Southern Baptist Convention
Evangelical Methodist Church of America	Southern Methodist Church Southwest Baptist Fellowship
Fellowship of Grace Brethren Churches	Southern Baptist Convention
Free Lutheran Congregations	Swedenborgian Church, General
The Association of Free Methodist Church of North America	Conference of theTioga River Christian Conference
Free Will Baptist	Ukrainian Evangelical Baptist Conference
Free Will Baptist, NC State Convention of Friends	Unitarian Universal Association United Christian Church
Full Gospel Pentecostal Assoc., The	United Church of Christ

Fundamental Methodist Church, Inc.	United Methodist Church, International
General Association of General Baptists	United Pentecostal Church, International
General Association of Regular Baptist Church	United Presbyterian Church, Evangelical Synod
General Conference of Seventh Day Adventists	United Presbyterian Church in the USA
Grace Gospel Fellowship	Unknown
HinduWorld Baptist Fellowship	
Wesleyan Church, The	General Conference of the Brethren Church
General Commission of Chaplains and Armed Forces Personnel	

14. Education Enter the highest grade of formal education successfully completed; this is "12" if you graduated from high school or have received a certificate of equivalence from a recognized education jurisdiction, "14" if you have completed 2 years of college, etc. **Note:** You will have to provide a document that verifies the level of education claimed such as a diploma, transcript, or certificate, etc.
15. Proficient in Foreign Language If yes, enter foreign languages, up to two, that you are able to read, write, or speak. If no, enter "NONE."
16. Valid Driver's license If you hold a valid driver's license, enter "Yes" and identify the state that issued the license, its number, and expiration date. If you do not have driver's license, enter "NO."
17. Place of Birth Enter city, state, and country of your birth.

SECTION II - EXAMINATION AND ENTRANCE DATA PROCESSING CODES

18. 18 through 22. DO NOT WRITE IN THESE SPACES. Reserved for results of processing. Processing information will be placed in these spaces to further qualify you for placement in military service.

SECTION III - OTHER PERSONAL DATA

23. Education
 - a. Enter dates attended, name and location of all high schools and higher level educational institutions attended. For example, "8509-8906, Pope HS, Albany NY." Do not list elementary schools unless elementary school was last school attended. If still attending school, enter the word "Present" in the "To" column. Note: Applicants will have to provide documentation of the

- highest educational level completed (see item 14).
b. Self-explanatory.
24. Marital/Dependency Status and Family Data Self-explanatory.
25. Previous Military Service or Employment with the US Government Self explanatory.
26. Religious Beliefs Self-explanatory.
27. Character and Social Adjustment Self-explanatory.

SECTION IV - CERTIFICATION

28. Certification of Applicant YOUR SIGNATURE IN BLOCK 28c MUST BE WITNESSED BY YOUR RECRUITER. DO NOT SIGN THIS ITEM UNTIL YOU HAVE COMPLETED ALL REQUIRED ITEMS AND ARE IN THE PRESENCE OF YOUR RECRUITER.
29. Data Verification by Recruiter This item will be completed by your recruiter and other personnel who will be involved in completing your Record of Military Processing.
30. Certification of Witness This block will be completed by the recruiter involved in processing your Record of Military Processing.
31. Specific Option/Program Assignment Enter your initials in Item 31c. Be sure you fully understand all entries in Item 31a and have carefully read Item 31b.
32. Certification of Recruiter or Acceptor This item will be completed by your recruiter, guidance counselor, liaison petty officer/noncommissioned officer or acceptor.

SECTION V - RECERTIFICATION

33. Recertification by Applicant and Correction of Data This item will reflect any change or correction prior to entry on active duty. It also serves as a recertification that all entries on the form are correct. You will sign item 33e in the presence of a witness.

SECTION VI - REMARKS (Entered by the Recruiter)

For use as an item continuation and/or brief statement of service

FROM (YR MY DY)	TO (YR MO DY)	BRANCH USAF	COMPONENT IL ANG	GRADE E5	TYPE HONORABLE	SOURCE DOC 1LTAGO55
()	()	USA	WI ARNG	E7	HONORABLE	NGB 22

() () USAF IL ANG E7 HONORABLE DD 214

SECTION VII - PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT

34. Parent/processing Guard emancipation. Statements
notarized
having
adoption
- Complete for all 17 year old applicants prior to MEPS Medical or enlistment except those 17 year old applicants who can present proof of marriage or No amendment or strikeouts of wording ("I/we, " "his/her," etc.) is required.
- (a) Both parents (guardians) sign the appropriate block and each signature is or witnessed by an officer or noncommissioned officer.
- (b) If parents are separated or divorced, consent of the parent or legal guardian sole custody of the applicant is acceptable, provided a copy of the court order papers awarding custody is verified by the counselor.
35. Verification extended of Consent Signature
When one
provides a
provided
provided.
- (a) When signed by only one parent because the other parent is absent for an period, attach a notarized statement from the parent signing the form showing:
(1) the specific reason for the absence of the other parent, and
(2) that the absent parent is aware of and consents to the enlistment.
- parent cannot be contacted (that is, desertion of one party), the signing parent notarized statement giving the reason and period for the other parent's absence.
- (b) When one parent is deceased, consent of the surviving parent is acceptable either a death certificate or notarized statement by the surviving parent is also
- The notarized statement must attest to the fact that the other parent is deceased.

SECTION VIII - STATEMENT OF NAME FOR OFFICIAL RECORDS

36. Name Change
than
as the
SIGNATURE
military
- This item is provided in the event your military record should reflect a name other than as shown on the birth certificate. If the name for the military record is the same name on the birth certificate, enter "N/A" in Items 36a, 36b, and 36c if this page is used. If the name in Item 2 is different from the name on the birth certificate, enter the name as it is on the birth certification in Item 36a. THE APPLICANT'S
- IN BLOCK 36e MUST BE WITNESSED BY THE RECRUITER OR A NOTARY PUBLIC. This section may not be used by aliens whose enlistment name and record must match Immigration and Naturalization Service (INS) records.

DD FORM 1966 DATED JAN 89
INSTRUCTIONS FOR RECRUITER AND MPF PERSONNEL

SECTION II - EXAMINATION AND ENTRANCE DATE PROCESSING CODES (Entered by the Recruiter)

18.	Aptitude Test	Completed by Recruiter and MPF Personnel Results
19.	Delayed Enlistment Program	Not used by ANG.
20.	Accession Data All Personnel	a. Record in YYMMDD format. b. N/A. c. Pay Entry Date: Enter in YYMMDD format. Compute according to AFI 36-3212. d. Term of Enlistment: Enter nearest whole number. e. Waiver Information: NO/YES, if yes attach the approved waiver to the DD Form 4. f. Pay Grade: Enter authorized enlistment pay grade and level based on the following examples: If enlisting as E-1, enter EO1; if enlisting as E-2, enter EO2, etc. g. Date of Pay Grade: Enter in YYMMDD format. h. Entry Status: N/A. i. Education: Enter highest grade completed on the date of enlistment. (Example: High school diploma graduate is 12) j. Recruiter Identification: Enter identification code of recruiter credited with the enlistment. k. Program Enlisted For: N/A. l. Training Enlistment Military Occupations Specialty (TEMOS): Enter the projected (TEMOS) and any suffix. If no suffix, leave blank. m. Primary MOS/AFS: Enter PAFSC. n. Youth Program: N/A. o. Option Analysis Code: N/A. p. Transfer to: N/A.
21.	Accession	N/A.
22.	NOT USED	

Attachment 7**REEMPLOYMENT RIGHTS INFORMATION
(Non-Prior Service Applicants)**

Title 38, US Code, Sections 2021-2027, provides a reemployment rights program for men and women who leave jobs with private employers, the Federal Government, or a State or local government to enter into the US Armed Forces. To be entitled to reemployment rights, a veteran may serve for not more than 4 years (plus a 1-year extension for the convenience of the Government), satisfactorily complete the period of AD, be qualified to perform the duties of the former position, and make timely application for reemployment after completion of service. The Department of Labor, through its office of Veteran's Reemployment Rights, is responsible for providing information about the rights you have and any assistance you need in connection with exercising them. We are cooperating to bring this important matter to your attention, but there are certain conditions you must meet. If you are found not qualified for enlistment, your reemployment rights may be impaired if you have not requested a leave of absence from your employer. Consequently, as a precautionary measure, if you are interested in protecting your reemployment rights, you should request a leave of absence from your employer before missing work to seek entry into the US Armed Forces. If you have notified your employer of your intention to enter into the Armed Forces, nothing further needs to be done. If you have not, you are strongly urged to do so.

The following is a suggested format for requesting a leave of absence.

REQUEST FOR LEAVE OF ABSENCE (DATE)

TO:

(Name of Employer)

Pursuant to section 9(g)(4) of the Universal Military Training and Services Act, as amended, I hereby request a leave of absence for the purpose of being processed for entry into the Armed Forces of the United States.

(Sign Here)

NOTE TO EMPLOYER: Information concerning the eligibility requirements or the rights to be accorded under the reemployment rights program may be obtained from the U.S. Department of Labor, Washington, D.C. 20210.

Attachment 8**ENLISTMENT APPLICATION FOR
AIR NATIONAL GUARD BANDS
(NPS)**

(Date)

SUBJECT: Enlistment Application for Air National Guard Bands

FROM: (Designation & Location of Band)

TO: (Servicing MPF)

1. (Name) was auditioned and found qualified on (instrument) AFSC () under the provisions of AFI 35-203/ANGSUP 1, (for guidance only).
2. There is/is not a vacancy in this band.
3. Request individual be assigned to this band if otherwise qualified for enlistment in the Air National Guard and as a Reserve of the Air Force.

Name:

Grade:

Band Director:

1st Ind Date

FROM: (MPF)

TO: (Director of Band)

1. (Applicant) was found qualified for and enlisted in the Air National Guard and has been assigned to your organization. He/she is scheduled to attend basic military training on (date) and will return to your organization upon completion.
2. (Applicant) did not enlist in the Air National Guard for the following reasons:

Name:

Grade:

Title:

Attachment 9

MANDATORY FORMAT FOR REQUESTING WAIVERS

SAMPLE LETTERS
(LETTERHEAD)

SUBJECT: Enlistment Waiver Request, JOHN H. DOE, 111-11-1111

TO: Unit Commander or MPF Chief
 Wing Commander
 Adjutant General
 ANG/DPP (if required)
 IN TURN

1. A waiver is requested to permit the (enlistment, reenlistment, or extension) of (name) JOHN H. DOE, 111-11-1111, to fill the vacant position of E-4 SRA, PAS: XX123456, AFSC 3S0X1.

Note: The following statements are required for any type of waiver request:

2. Current manning in this AFSC is 6 authorized / 5 assigned.

3. The following required information is provided:

a. Date of Birth: 1 FEB 60

b. Prior Service (if applicable, then list branch, component and periods of service. Include any inactive reserve time):

Branch	Component	Periods of Service
USAF	USAFR	01 Jul 84 - 15 Aug 85

c. Good years for retirement: 1 year, 1 month, 15 days

d. Projected enlistment grade: E-2

e. AFQT score and mental category: 58, mental cat III a

4. State exactly what is to be waived, the authority to waive the requirement, and complete justification for the request.

5. Point of contact is TSgt Joe Recruiter, 999FW/DPR, DSN 111-1111.

6. To the best of my knowledge, the individual named herein is otherwise qualified for enlistment.

Signature of Commander or MPF Chief

Atch: (list each separately)

NOTES:

1. All waivers will be signed by the Commander or the Director of Personnel. Each echelon of command will endorse the letter and provide rationale to support their recommendation.

2. Each waiver must include all the documentation that is listed within the applicable section of this instruction for the waiver being requested.

APPENDIX A

(Letterhead preferred)

Fort Worth Volunteer Fire & Rescue
P.O. Box 1234
Fort Worth, Kansas 20614

TO WHOM IT MAY CONCERN:

I have known Jim Jackson for three years, and he is considered to be a model citizen in our community. He has been a member of our Volunteer Fire Department for two and a half years and is dependable, resourceful, and enthusiastic in supporting the mission of our department.

Jim is a man of commendable character, is well liked in the community, and has the respect of all of us in the Fire Department. I have personally recommended him for employment at Chrysler Corporation, the firm that I work for, and would recommend him for enlistment in the Air National Guard.

Respectfully submitted,

Jack McPherson
Chief, Fort Worth Vol
Fire & Rescue

APPENDIX B

(Letterhead preferred)

Glenn Park High School
666 Alt Street
Parkdale, Missouri

This letter comes in behalf of Jane Public, a senior at Glenn Park High School. I have known Jane since her freshman year, when I was assigned as her counselor and she was also in my geometry class. She was a very conscientious student.

Since then, I've known her as a friend throughout her high school years. Jane has found time to do volunteer work with the Salvation Army and Southern Hospital Center.

With all her involvements, Jane is a friendly and healthy young person and would be a fine candidate for the Air National Guard.

Sincerely,

Ms Jessica Blackburn
Student Counselor

APPENDIX C

BRADEN POLICE DEPARTMENT

(Letterhead preferred)

TO WHOM IT MAY CONCERN:

Mr. John Doe has been employed by the Braden County Police Department since June 2, 1981. His position in the Services Division involves photography and evidence handling. He is entrusted with highly confidential information and interacts daily with police officers and the general public.

Throughout the period of his employment, he has shown himself to be prompt and trustworthy. He is eager to learn and works well within the parameters of his employment. We would recommend him highly for any position in the Air National Guard.

Sincerely,

JACK L. SMITH
Police Chief
Braden Police Department

APPENDIX D

STATEMENT OF INCIDENT

Incident Description:

I was at a party with some friends of mine on July 4, 1983. Some individuals at the party asked me if I wanted to go out to their car and try some marijuana. Unfortunately, I said yes. I was in their car. There was one person in the driver's seat and two in the back seat. The two people in the back asked me if I wanted to buy some marijuana which they passed to me. At this point the police flashed a light in the car. I dropped what I had on the floor under the back seat. All of us were arrested. We were all fined \$200.00 and placed on probation for six months.

Involvement:

I was, in what I feel was an experimental stage of drug use. I had tried marijuana approximately four or five times prior to my arrest.

Events from Arrest to Date:

I don't associate with anyone that I think might possibly be involved with drugs. I am presently enrolled in night classes at Prince Charles Community College and have completed an Associates Degree in Business Administration. I have been employed with the Calverton Board of Education since November 5, 1983.

Final Mandatory Statement:

"I understand that the omission of any information required for a thorough evaluation of this waiver request could result in its disapproval/resecission."

(Signature of Member)

APPENDIX E

(Letterhead Preferred)

LIFE MANAGEMENT CENTER
Branden Clinic

Date

Re: John Doe
DOB: May 1, 1955
SSN: 111-11-1111

To Whom It May Concern:

This letter is to attest to the fact that Mr. John Doe of 111 Main Street, Brandywine, Maryland 22222, entered the Alcohol Abuse Services Program, Branden Clinic, 8888 Lee Road, Branden, Maryland 33333, on January 22, 1984, as a self referral. He had experienced some difficulty in the past year or two while in the military service and was seeking help to enable him to live an alcohol-free life. After initial screening and evaluation, Mr. Doe was seen for additional counseling. Mr. Doe has made excellent progress and the prognosis is very favorable. He now has an extended period of at least fifteen (15) months of sobriety.

Sincerely,

JACK L. SMITH
Alcoholism Counselor
Branden Clinic, Life Management Center**APPENDIX F**

(Unit Letterhead)

REPLY TO

ATTN OF: Major Jack Jones, Social Actions Officer

SUBJECT: Drug Abuse Evaluation

TO: TAG or ANG/DPP

1. I talked with John Smith on 1 March about his use of marijuana. He explained that his involvement with the drug mainly was experimental and he was under pressure in college. He understands very well the implications it has in the military.
2. I have interviewed his ANG coworkers, supervisors, and commander. None of these individuals have noticed personal or professional deviances that would contraindicate experimental use by John Smith.
3. I have interviewed his civilian coworkers and supervisors. None of these individuals have noticed personal or professional deviances that would contraindicate experimental use by John Smith.
4. It is my opinion that this young man has learned from his mistakes. Further, I see no reason why Mr. Smith should not be enlisted/reenlisted in the Air National Guard.

JACK JONES, Major, MDANG
Social Actions Officer

Attachment 10**APPLICANT BRIEFING ITEM ON SEPARATION POLICY**

As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the United States Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for world-wide deployment. The fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

Failure to participate satisfactorily, i.e., attend a minimum of 48 UTA periods, and 15 annual training days per year, as directed by your commander.

You establish a pattern of disciplinary infractions, or discreditable involvement with civil or military authorities, or you cause dissent, or disrupt or degrade the mission of your unit. This may include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for world-wide assignment of deployment.

You fail to meet the weight control standards.

You sexually harass or discriminate against anyone.

Although we have not and will not ask you whether you are a heterosexual, homosexual, or bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of service ends.

1. Homosexual Acts. You engage in, attempt to engage in, or solicit another to engage in homosexual act or acts. A "Homosexual Act" means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires. (For example, hand-holding or kissing, or other physical contact of a sexual nature.)

2. Homosexual Statements. You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual, or words to that effect. It also may include behavior that a reasonable person would believe was intended to convey the statement that you are a homosexual or bisexual.

3. Homosexual Marriage. You marry or attempt to marry a person of your same sex.

The Armed Forces do not tolerate harassment or violence against any service member, for any reason. You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined.

"I HAVE READ AND UNDERSTAND THE ABOVE SEPARATION BRIEFING AS REQUIREMENTS ESTABLISHED FOR MY ENLISTMENT INTO THE ANG, AND HEREBY STATE THAT I AGREE TO COMPLY WITH THOSE REQUIREMENTS, WHICH ARE NOT LIMITED TO THIS BRIEFING ALONE"

MEMBER SIGNATURE_____

DATE_____

MPF REP SIGNATURE_____

DATE_____

Attachment 11

CERTIFICATE OF AVAILABILITY OF KEY FEDERAL EMPLOYEES

(APPROPRIATE LETTERHEAD)

MEMORANDUM FOR (Guard Unit /Address)

FROM: (Federal Agency)

SUBJECT: Certificate of Availability of Key Federal Employee

I concur in the Ready Reserve assignment of (name/military grade/SSN) who is employed as (job title of civilian position GS grade, etc. at (location of civilian employment).

In the event of a partial or full mobilization, the member will be available for active military duty. I certify that this agency will not request a delay in the entry on active military duty with the Air National Guard if alerted or ordered to AD/IADT during a period of national emergency as declared and authorized under current law.

I understand that this certificate remains effective for the period the above named person maintains their membership in the Air National Guard unless withdrawn by this agency by letter of notification to the Commander of the Air National Guard unit of assignment.

I further understand that this letter cannot be withdrawn if the member is either alerted or involuntarily ordered to AD as a result of an emergency proclaimed by the President or declared by Congress or as a result of any involuntary call to AD ordered by the President under provisions of law.

(signature of supervisor or other designated official)

Type name of supervisor and title of position

NOTES:

1. This certificate is prepared in a single copy on official letterhead stationery and signed by the member's supervisor or other designated official authorized to certify to the availability of the employee.
2. Properly completed and signed, the letter is forwarded to the Air National Guard unit of assignment and filed in the member's UPRG.
3. Member must obtain a new certificate each time their position as a Key Federal Employee changes.

Attachment 12**MILITARY STATUS OF KEY EMPLOYEE**

(Appropriate Letterhead)

MEMORANDUM FOR (Appropriate ANG Unit Commander)

FROM: (Federal Agency)

SUBJECT: Military Status of Key Employee

This is to certify that the employee named below occupies a key position requiring a minimum of 90 days of specialized training or experience and which:

- a. Is necessary to the mobilization or emergency functions of this agency or firm; or,
- b. Is essential to the continuity of operations or the leadership of this agency or firm.

There is a current shortage of qualified personnel within this agency or firm to the extent that no adequate replacement exists for this employee and the duties cannot be reassigned to other employees. It is therefore recommended that they not be considered available for active military duty in a national emergency under the provisions pertaining to Key Employees contained in your ANGI 36-2002.

Pertinent data as to the employee is as follows:

- a. Name of employee (last, first, middle initial).
- b. Social Security Number.
- c. Military grade.
- d. Military unit to which assigned.
- e. Title of employee's civilian position.
- f. Salary level (rounded to nearest whole) of civilian position.
- g. Date hired or assigned to position.
- h. Statement if employee has or has not been notified of this action.

(Signature) (typed name and title of department chief, agency, office or director of personnel office of defense supporting industry)

Attachment 13

REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References:

Publications:

ANGR 30-2	<i>Social Actions - NGB Program</i>
ANGI 36-2001	<i>Management of Training and Operational Support Within the ANG</i>
ANGI 36-2101	<i>Assignments within the ANG</i>
ANGI 36-2503	<i>Administrative Demotion of Airmen</i>
AFI 10-201	<i>Status of Resources & Training System</i>
AFI 31-501	<i>Personnel Security Program Management</i>
AFI 35-203	<i>Band Program</i>
AFPD 36-20	<i>Accession of AF Military Personnel</i>
AFI 36-2004	<i>Interservice Transfer of Officers on the Active Duty List to the United States Air Force</i>
AFI 36-2101	<i>Classifying Military Personnel (Officers and Airmen)</i>
AFMAN 36-2108	<i>Airman Classification</i>
AFI 36-2115	<i>Assignments Within the Reserve Components</i>
AFI 36-2604	<i>Service Dates and Dates of Rank</i>
AFI 36-2605	<i>Air Force Military Personnel Testing System</i>
AFI 36-2606	<i>Reenlistment in the USAF</i>
AFI 36-2608	<i>Military Personnel Records Systems</i>
AFI 36-2908	<i>Family Care Plans</i>
AFI 36-3017	<i>Special Duty Assignment Pay (SDAP) Program</i>
AFI 36-3202	<i>Separation Documents</i>
AFI 36-3205	<i>Applying for the Palace Chase and Palace Front Programs</i>
AFI 36-3207	<i>Separating Commissioned Officers</i>
AFI 36-3208	<i>Administrative Separation of Airmen</i>
AFI 36-3209	<i>Separation and Retirement Procedures for ANG and Air Force Reserve Members</i>
AFI 37-138	<i>Records Disposition - Procedures and Responsibilities</i>
AFI 48-123	<i>Medical Examination and Standards</i>
Forms:	
SF 86	Questionnaire for National Security Positions
SF86A	Continuation Sheet for SF86
SF 88	Report of Medical Examination (PA)
SF 93	Report of Medical History (PA)
SF 180	Request Pertaining to Military Records
INS Form I-551/I-151	
DD Form 4	Enlistment/Reenlistment Document
DD Form 93	Record of Emergency Data
DD Form 214	Certificate of Release or Discharge from Active Duty (Storage Safeguard)
DD Form 215	Correction to DD Form 214, Certificate of Release or Discharge from Active Duty (Storage Safeguard)
DD Form 293	Application for the Review of Discharge or Dismissal from the Armed Services of the US
DD Form 368	Request for Conditional Release
DD Form 369	Police Records Check
DD Form 372	Request for Verification of Birth
DD Form 1966	Record of Military Processing, Armed Forces of the United States
AF Form 357	Family Care Certification
AF Form 526	ANG/USAFR Point Credit Summary
AF Form 895	Annual Medical Certificate

AF Form 1288	Application for Ready Reserve Assignment	
AF Form 2030	USAF Drug and Alcohol Abuse Certificate	
NGB Form 17	Statement for Reenlistment/Extension in the Air National Guard	
NGB Form 22	Report of Separation and Record of Service (Storage Safeguard)	
NGB Form 66	Extension of Enlistment in the Air National Guard and as a Reserve of the	Air
	Force	

Abbreviations, Acronyms:

ANG	Air National Guard
ANGUS	Air National Guard of the United States
AFRES	Air Force Reserve
AD/IADT	Active Duty/Inactive Duty Training
AFO	Accounting and Finance Officer
AMS	Academy of Military Science
ARPC	Air Reserve Personnel Center
ASVAB	Armed Services Vocational Aptitude Battery
BMT	Basic Military Training
CAP	Civil Air Patrol
DEP	Delayed Entry Program
DEP	Delayed Enlistment Program
DIERC	Date of Initial Entry into a Reserve Component
DIS	Defense Investigative Service
DMDC	Defense Manpower Data Center
DOD	Department of Defense
DOS	Date of Separation
DOR	Date of Rank
DSN	Defense Switch Network
ENTNAC	Entrance National Agency Check
EPTS	Existing Prior to Service
EST	Enlistment Screening Test
ETS	Expiration of Term of Service
GED	General Education Diploma
HRO	Human Resources Office
IADT	Inactive Duty Training
IAW	In Accordance With
INS	Immigration and Naturalization Service
ISLRS	Inactive Status List Reserve Section
JTR	Joint Travel
MEPS	Military Entrance Processing Station
MET	Mobile Examining Test
MGIB	Montgomery G.I. Bill
MPF	Military Personnel Flight
MSO	Military Service Obligation
NAC	National Agency Check
NAQ	National Agency Questionnaire
NARS	Non Affiliated Reserve Section
NLT	Not Later Than
NPS	Non-Prior Service
ORS	Obligated Reserve Section
PA	Privacy Act
PS	Prior Service
RE	Reenlistment
RIP	Report of Individual Personnel

ROM	Retention Office Manager
ROTC	Reserve Officer Training Corps
RRS	Recruiting Retention Superintendent
SF	Standard Form
SPD	Separation Program Designator
TAG	The Adjutant General
TOE	Terms of Enlistment
UCMJ	Uniformed Code of Military Justice
UIF	Unfavorable Information File
UMD	Unit Manning Document
UPRG	Unit Personnel Records Group
USAFR	United States Air Force Reserve
UTA	Unit Training Assembly
WMP	Weight Management Program

Terms:

ACTIVE STATUS. Full time AD or reserve of the AF status other than Inactive Status List Reserve Section (ISLRS) (or comparable status of other service branch) or retired reserve.

ADVERSE ADJUDICATION (Adult or Juvenile). A finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal, dropped charges, or acquittal, the adjudication is adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication. Voluntary or recommended attendance at classes, counseling, or as part of a sentence are not bars to enlistment as long as non-attendance or incomplete attendance has no impact on a suspended sentence. If a person is charged and convicted with violating any federal (including UCMJ offenses), state, or municipal law or ordinance, that conviction is considered adverse adjudication.

AIRMAN. A person who has enlisted in the United States Air Force, Air National Guard (ANG), or Air Force Reserve (AFRES).

ARMED FORCES. the United States Army, United States Air Force, United States Navy, United States Marine Corps, including reserve components of each of the aforementioned. The Coast Guard, including the Coast Guard Reserve is a uniformed service.

AIR NATIONAL GUARD. The part of the organized and federally recognized military force of the several states, the District of Columbia, and the territories of the Virgin Islands, Guam, and the Commonwealth of Puerto Rico that is in an Air Force.

AIR NATIONAL GUARD OF THE UNITED STATES (ANGUS). A reserve component of the Air Force. Membership in the ANGUS is acquired by enlistment in the federally recognized ANG of the State and concurrent enlistment as a Reserve of the Air Force in the same grade.

AIR RESERVE COMPONENTS. The Air National Guard and Air Force Reserve.

RESERVE OF THE AIR FORCE. The common federal status possessed by members of the ANGUS and the AFRES. This term is not used to identify an Air Force component or organization.

CONVERSION LIST. List showing the conversions of job specialties in the Army, Navy, Air Force, Marine Corps and Coast Guard to Air Force specialty codes.

DEPENDENT. For the purpose of this regulation and without regard to the definition for pay and allowances, medical care, base exchange privileges, etc., a dependent is: (a) a spouse, (b) any unmarried, natural, or adopted child of the applicant (including the living fetus of a pregnant spouse or cohabitant) under the age of 18 years. For male applicants, the term natural

child includes any child born out of wedlock (includes the living fetus) that the applicant claims or a court order determines is his (c) stepchild (including spouse's natural, adopted, or stepchild) under 18 years of age who resides with the applicant or spouse, (d) any brothers, sisters, nephews, nieces, cousins, or any person under the age of 18 for whom the applicant or spouse has legal or physical custody, (e) any person over the age of 18 incapable of self care for whom the applicant has assumed responsibility for care.

EXCEPTION: If applicant can furnish proof or permanent transfer of legal custody of minor dependents to another individual as a result of adoption, provided actual transfer of custody has occurred, the dependents are not considered dependents for enlistment purposes.

NOTE: For the purpose of pay and allowances, recruiters will not give an opinion on whether a person will qualify as a dependent. If an applicant makes such an inquiry, the recruiter should obtain all available facts and evidence pertaining to the issue of dependency and forward the question to the nearest Accounting and Finance Office (AFO) providing pay services to the unit the applicant is being recruited into.

DISCHARGE. Total release from the Armed Forces of the United States.

NOTE: Persons discharged before the expiration of their military service obligation (MSO) retain the unused portion of the MSO. Reentry into an active or reserve component revives the MSO minus prior service performed. This provision is not applicable to females initially entering service before 1 February 1978 or to anyone 26 years of age or older before 10 November 1979 (see MSO).

ENLISTMENT. Voluntary entry or reentry into ANG enlisted status from civilian or military status, including immediate reenlistment and extension unless otherwise specified.

FAMILY MEMBER/EXTENDED FAMILY MEMBER. A family relationship to a military member including father, mother, son, daughter, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, half brother, half sister.

HIGH SCHOOL GRADUATE. Applicant who has successfully completed 12 full years of formal education in a secondary school program, including all academic and residency requirements, or the equivalent, and can provide one of the following documents:

TIER ONE-HIGH SCHOOL GRADUATE. (a) High school diploma - a diploma issued to an individual who has attended and completed a 12 year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed the program requirements. (b) Completed one semester of college - the status of an individual who is a non-high school graduate or alternate high school credential holder, attended a college or university, and completed at least 15 semester hours or 22 quarter hours of college level credit. Credit earned through testing, for pursuit of high school equivalency preparation is not applicable. In addition, credit must be earned at a school accredited by one of the following agencies: New England Association of College and Secondary Schools, North Central Association of Colleges and Secondary Schools, Middle States Association of Colleges and Secondary Schools, Northwest Association of Secondary and Higher Schools, Southern Association of Colleges and Schools, Western Association of Schools and Colleges. (c) Adult Education Diploma - A secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma program, regardless of whether or not the diploma was issued by a State or by a secondary or post-secondary educational institution.

TIER TWO-ALTERNATIVE CREDENTIAL HOLDER. (a) Test-based equivalency diploma - a diploma or certificate of general education development (GED) or other test based high school equivalency diploma. This includes state wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not considered a high school diploma. This is considered an alternate high school credential. (b) High school certificate of attendance - an attendance based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A State or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an alternate high school credential. (c) Correspondence school diploma - a secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a State, or secondary or postsecondary educational institution. This is considered an alternate high school credential. (d) Occupational program certificate - a certificate or diploma awarded for

attending a non-correspondence or vocational, technical, or proprietary school for at least 6 months. An individual so designated must also have completed 11 years of regular day school. This is considered an alternate high school credential.

(e) Home study diploma - a secondary school diploma or certificate, typically awarded by a State, based upon certification by a parent or guardian that an individual completed their secondary education at home. This is considered an alternate high school credential.

TIER THREE-NON HIGH SCHOOL GRADUATE (a) Status of an individual who is not currently attending high school and who is neither a high school graduate nor an alternate high school credential holder.

HOMOSEXUAL CONDUCT: Congress has determined that the policy on homosexual conduct in the Armed Forces is based upon the following findings, which are codified at section 654(a) of Title 10, United States Code:

- (1) Section 8 of Article I of the Constitution of the United States commits exclusively to the Congress the powers to raise and support armies, provide and maintain a Navy, and make rules for the Government and regulation of the land and naval forces.
- (2) There is no constitutional right to serve in the Armed Forces.
- (3) Pursuant to the powers conferred by Section 8 of Article I of the Constitution of the United States, it lies within the discretion of the Congress to establish qualifications for and conditions of service in the Armed Forces.
- (4) The primary purpose of the Armed Forces is to prepare for and to prevail in combat should the need arise.
- (5) The conduct of military operations requires members of the Armed Forces to make extraordinary sacrifices, including the ultimate sacrifice, in order to provide for the common defense.
- (6) Success in combat requires military units that are characterized by high morale, good order and discipline, and unit cohesion.
- (7) One of the most critical elements in combat capability is unit cohesion, that is, the bonds of trust among individual service members that make the combat effectiveness of a military unit greater than the sum of the combat effectiveness of the individual unit members.
- (8) Military life is fundamentally different from civilian life in that:
 - (a) The extraordinary responsibilities of the Armed Forces, the unique conditions of military service and the critical role of unit cohesion, require that the military community, while subject to civilian control, exist as a specialized society.
 - (b) The military society is characterized by its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior, which would not be acceptable in civilian society.
- (9) The standards of conduct for members of the Armed Forces regulate a member's life for 24 hours each day beginning at the moment the member enters military status and not ending until that person is discharged or otherwise separated from the Armed Forces.
- (10) Those standards of conduct, including the Uniform Code of Military Justice, apply to a member of the Armed Forces at all times that the member has a military status, whether the member is on base or off base, and whether the member is on duty or off duty.
- (11) The pervasive application of the standards of conduct is necessary because members of the Armed Forces must be ready at all times for world-wide deployment to a combat environment.
- (12) The world-wide deployment of United States military forces, the international responsibilities of the United States, and the potential for involvement of the Armed Forces in actual combat routinely make it necessary for members of the armed forces involuntarily to accept living conditions and working conditions that are often spartan, primitive, and characterized by forced intimacy with little or no privacy.
- (13) The prohibition against homosexual conduct is a long-standing element of military law that continues to be necessary in the unique circumstances of military service.
- (14) The Armed Forces must maintain personnel policies that exclude persons whose presence in the Armed Forces would create an unacceptable risk to the Armed Forces' high standards of morale, good order and discipline, and unit cohesion that are the essence of military capability.
- (15) The presence in the Armed Forces of persons who demonstrate a propensity or intent to engage in homosexual acts would create an unacceptable risk to the high standards of morale, good order and discipline, and unit cohesion that are the essence of military capability.
- (16) A person's sexual orientation is considered a personal and private matter and is not a bar to service entry or continued service unless manifested by homosexual conduct as described in paragraph 1-2 cc. Applicants for enlistment shall not be asked to reveal whether they are heterosexual, homosexual, or bisexual. Applicants also will not be asked or required to reveal whether they have engaged in homosexual conduct, unless independent evidence is received indicating that an

applicant engaged in such conduct or unless the applicant volunteers a statement that he or she is a homosexual or bisexual, or words to that effect.

(17) Homosexual conduct is grounds for barring entry into the Air National Guard, except as otherwise provided in this paragraph. Homosexual conduct is a homosexual act, a statement by an applicant that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage. Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in, or will engage in homosexual acts.

(18) An applicant shall be rejected for entry into the Air National Guard if, in the course of the accession process, evidence is received (see notes) demonstrating that the applicant engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts, unless there is further determination that:

- (a) Such acts are a departure from the applicant's usual and customary behavior.
- (b) Such acts, under all the circumstances, are unlikely to recur.
- (c) Such acts were not accompanied by use of force, coercion, or intimidation.
- (d) The applicant does not have a propensity or intent to engage in homosexual acts.

NOTES:

1. If the applicant is the source of the evidence received, the applicant will be notified (by the recruiter or other procurement source personnel) that he or she is disqualified for military service under current policy and will be given 10 calendar days to present written evidence (such as statements) to demonstrate why he or she is not disqualified.
2. If the evidence is received from a source other than the applicant, the decision making authority must determine the credibility of evidence. If the evidence (from another source) is determined to be credible, the decision making authority will notify the applicant in writing that he or she is disqualified for military service and the reason for the disqualification (e.g., evidence of homosexual acts). The applicant will be given 10 calendar days to present written evidence (such as statements) to counter the credibility of the evidence received and/or to demonstrate why he or she is not disqualified.
3. If the applicant presents written evidence, it will be forwarded through normal channels to the decision making authority. The decision making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.
4. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

(19) An applicant shall be rejected for entry if he or she makes a statement that he or she is homosexual or bisexual, or words to that effect, unless there is a further determination (see notes) that the applicant has demonstrated that he or she is not a person who engages in, attempts to engage in, has the propensity to engage in, or intends to engage in homosexual acts.

NOTES:

1. The applicant has 10 calendar days to present written evidence (such as statements) to rebut the presumption (from a statement that he or she is a homosexual or bisexual, or words to that effect) that the applicant engages in, attempts to engage in, intends to engage in, or has a propensity to engage in homosexual acts.
2. If the applicant presents written evidence, it will be forwarded through normal channels to the decision making authority. The decision making authority will review the written evidence, determine the applicants eligibility for military service, and notify the applicant in writing of the final decision made.
3. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.
4. An applicant shall be rejected for entry if, in the course of the accession process, evidence is received (see note) demonstrating that an applicant has married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the person involved).
5. If the applicant is the source of the evidence received, the applicant will be notified (by the recruiter or other procurement source personnel) that he or she is disqualified for military service under current policy.
6. If the evidence is received from a source other than the applicant, the decision making authority must determine the credibility of evidence. If the evidence (from another source) is determined to be credible, the decision making authority will notify the applicant in writing that he or she is disqualified for military service and the reason for the disqualification (e.g., homosexual marriage). The applicant will be given 10 calendar days to present written evidence (such as statements) to counter the credibility of the evidence received.
7. If the applicant presents written evidence, it will be forwarded through normal channels to the decision making authority. The decision making authority will review the written evidence, determine the applicant's eligibility for military service, and notify the applicant in writing of the final decision made.
8. The applicant does not have the right to any other recourse or rights of appeal than those described in this paragraph.

9. Prior to oath of enlistment, applicants will be informed of separation policy (10 USC 654(b), see Attachment 12). Failure to receive such information shall not constitute a defense in any administrative or disciplinary proceeding.

10. Nothing in these procedures requires rejection for entry into the Air National Guard when ANG/DPSS determines:

- (a) That an applicant or inductee made a statement, engaged in acts, or married or attempted to marry a person of the same sex for the purpose of avoiding military service, and
- (b) Rejection of the applicant or inductee would not be in the best interest of the Air National Guard.

HOUSEHOLD. The principle place of abode of an applicant.

IMMEDIATE REENLISTMENT. Occurs when a member of the ANG reenlists within 90 day before or 24 hours after expiration of term of service (ETS) from the ANG. Also, applies to current ANG members moving between states via conditional release.

INACTIVE STATUS LIST RESERVE SECTION (ISLRS). The inactive status section of the Standby Reserve. ISLRS includes: officers who are assigned from the NARS or NNRPS or have been released from AD under specific provisions of AFR 36-12, *Administrative Separation of Commissioned Officers*; enlisted members without an MSO residing outside the USA, or dual status members.

MILITARY COUPLE WITH DEPENDENTS. Service members married to each other who are jointly or singularly responsible for the care of dependent(s), as defined in paragraph 1-2e, who physically reside(s) in the household with members or who have legal custody of a dependent regardless of physical residence.

MILITARY SERVICE OBLIGATION (MSO). The MSO is an 8-year period of service members are obligated to serve in a component of the Armed Forces. The MSO starts at the time an individual first attains military status. The MSO ends when the member is discharged or completely severed from military status.

NON-PRIOR SERVICE PERSONNEL (NPS). An applicant who has no previous military service or a former member of the US Armed Forces who has 83 days or less of AD/IADT.

OBLIGOR. An NPS or PS person who has a remaining MSO to serve as a member of a Regular or Reserve Component of the Armed Services for specified period as required by law.

PAROLE/PROBATION. Any sentence or condition set by an adjudicating authority which imposes restraint, confinement, work detail, restriction of freedom of movement, or supervised period as a result of an adverse adjudication. The following are not considered forms of restraint or restriction of freedom of movement and are not bars to enlistment: (1) summary or unsupervised parole or probation, (2) a fine, suspended or not, (3) an unconditional suspended sentence.

PRIOR SERVICE PERSONNEL (PS). An applicant who has served 84 days or more of AD/IADT with the US Armed Services, and such service included completion of a recognized BMT course of at least 6 weeks in duration.

QUALIFYING CONVICTION. A person shall not be considered as having committed a "misdemeanor crime of domestic violence" for purposes of the firearms restriction recently added to the Gun Control Act unless all of the following elements are present:

- The person was convicted of a misdemeanor crime;
- The offense had as an element the use or attempted use of physical force, or threatened use of a deadly weapon;
- The convicted offender was at the time of the offense:
 - A current or former spouse, parent or guardian of the victim,
 - A person with whom the victim shared a child in common,
 - A person who was cohabitating with or cohabitated with the victim as a spouse, parent or guardian, or
 - A person who was similarly situated to a spouse, parent, or guardian of the victim;

- The convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;
- If entitled to have the case tried by jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury and;
- The conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

RESTRAINT: As used in this regulation, restraint means court imposed restrictions, such as confinement, supervised parole or probation, or work detail. The following are not considered forms of restraint: (a) a fine, whether or not suspended, (b) an unconditional suspended sentence, (c) unsupervised, unconditional parole or probation.

SEPARATION. Release from a component of the Armed Forces of the United States with a further military status or obligation or MSO.

SINGLE PARENT. An applicant who has no spouse but who has minor dependents under the age of 18 who reside in household with member or for whom the applicant has legal or physical custody; or incapable of self care who physically reside in household with member or for whom the applicant has legal or physical custody.

STATE. All states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.